



Applicant Training
NOAA 2005

Welcome to Grants.gov Training!

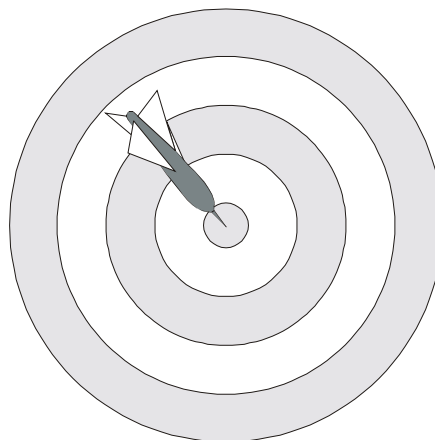
We appreciate your participation as a representative of your organization. We know you have an important task in front of you as you help spread the word to others about Grants.gov. We are here to help.

We are counting on you to spread the word and help others get up to speed on this efficient, customer-centric way of finding, applying for and managing grants.

Let's see what we can accomplish together!

Welcome!!

Goals of This Course



- © Introduce Grants.gov.
- © Practice using various functions of Grants.gov.
- © Understand the user support tools available and how to use each.
- © Prepare you and your organization for doing business with Grants.gov and to spread the word about Grants.gov.

Introduction

The Apply For Grants Process

The Grant Community Process

The Grant Community Process	
Topic 1: Get Started	
Topic 2: Find Grant Opportunities	
Topic 3: Apply for Grants	
Practice 1: Downloading Application Viewer	10
Practice 2: Requesting a DUNS Number	19
Practice 3: Registering with CCR	21
Practice 4: Registering with a Credential Provider	28
Practice 5: Registering with Grants.gov	35
Practice 6: Log on to Grants.gov	41
Practice 7: Designating AORs	47
Practice 8: Search Grant Opportunities	52
Practice 9: Receive Grant Notifications	57
Practice 10: Downloading Application Packages	64
Practice 11: Completing Application Packages	69
Practice 12: Submitting Applications	76
Your Outreach Role	81
Wrap Up	87
Glossary	92
Appendix	96

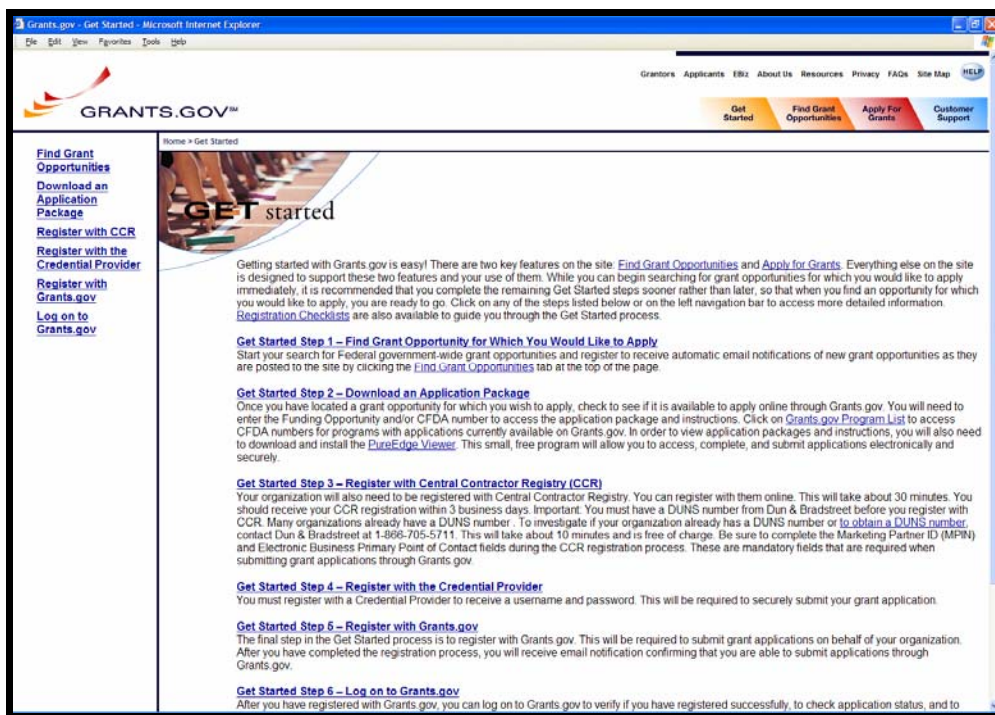
Topic 1: Get Started

If an applicant, as part of an organization, wants to find and apply for Federal grants, they must first complete the following 6 Get Started steps. Get Started steps only need to be completed once. Individuals who will not be applying for grants as representatives of an organization only need to complete steps four through six (4-6).¹

1. Find a grant opportunity for which you want to apply.
2. Download the grant application package and instructions.
3. Register with Central Contractor Registry.*
4. Register with Credential Provider.*
5. Register with Grants.gov.*
6. Log on to Grants.gov.*

*These steps do not need to be completed if the applicant will not be applying for the grant through Grants.gov.

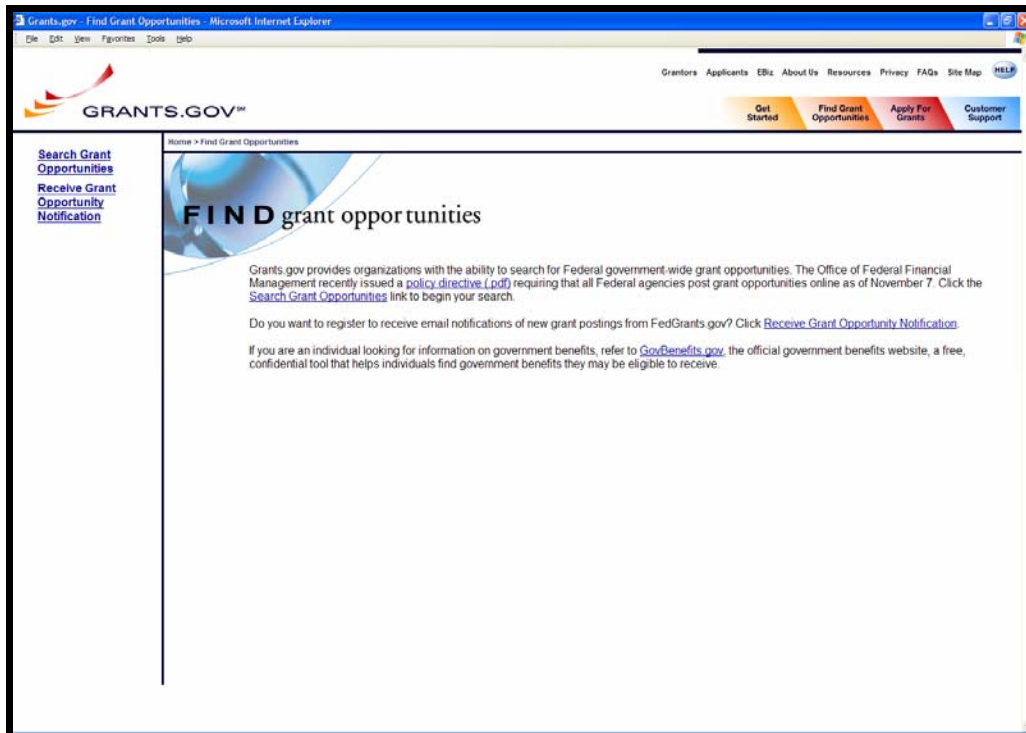
1 – Individual functionality has been deployed to Grants.gov, however no grant opportunities have been made available to individuals. We expect individual grant opportunities later this year.



Topic 2: Find Grant Opportunities

Any applicant can use Grants.gov to search for grants as well as to sign up to receive grant opportunity notifications:

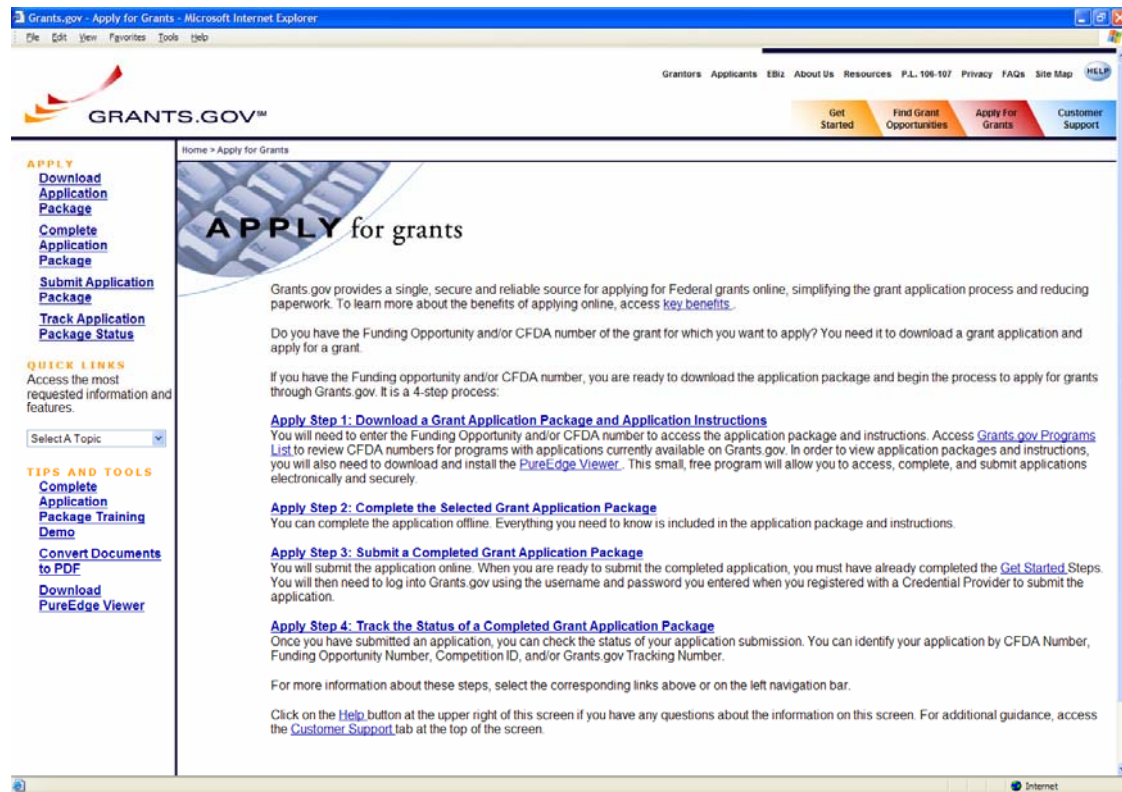
- Search Grant Opportunities
- Receive Grant Opportunity Notification



Topic 3: Apply for Grants

Once an applicant finds a grant opportunity for which they want to apply, they can download the application and its instructions, complete the application and submit it on Grants.gov.

- Download Application Packages
- Complete Application Packages
- Submit Application Packages
- Track Application Status



APPLY for grants

Grants.gov provides a single, secure and reliable source for applying for Federal grants online, simplifying the grant application process and reducing paperwork. To learn more about the benefits of applying online, access [key benefits](#).

Do you have the Funding Opportunity and/or CFDA number of the grant for which you want to apply? You need it to download a grant application and apply for a grant.

If you have the Funding opportunity and/or CFDA number, you are ready to download the application package and begin the process to apply for grants through Grants.gov. It is a 4-step process:

Apply Step 1: Download a Grant Application Package and Application Instructions
You will need to enter the Funding Opportunity and/or CFDA number to access the application package and instructions. Access [Grants.gov Programs List](#) to review CFDA numbers for programs with applications currently available on Grants.gov. In order to view application packages and instructions, you will also need to download and install the [PureEdge Viewer](#). This small, free program will allow you to access, complete, and submit applications electronically and securely.

Apply Step 2: Complete the Selected Grant Application Package
You can complete the application offline. Everything you need to know is included in the application package and instructions.

Apply Step 3: Submit a Completed Grant Application Package
You will submit the application online. When you are ready to submit the completed application, you must have already completed the [Get Started Steps](#). You will then need to log into Grants.gov using the username and password you entered when you registered with a Credential Provider to submit the application.

Apply Step 4: Track the Status of a Completed Grant Application Package
Once you have submitted an application, you can check the status of your application submission. You can identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number.

For more information about these steps, select the corresponding links above or on the left navigation bar.

Click on the [Help](#) button at the upper right of this screen if you have any questions about the information on this screen. For additional guidance, access the [Customer Support](#) tab at the top of the screen.

Practice Exercises

Practice 1: Downloading Application Viewer

Why? In order to access, complete and submit applications, Grant Community users need to download and install the PureEdge Viewer, a small, free program.

[PureEdge Viewer: Minimum System Requirements](#)

For PureEdge Viewer to function properly, your computer must meet the following system requirements:

Windows 98, ME, NT 4.0, 2000, XP*

500 Mhz processor

128 MB of RAM

40 MB disk space

Web browser: Internet Explorer 5.01 or higher, Netscape Communicator 4.5 - 4.8, Netscape 6.1, 6.2, 7

*If you do not have a Windows operating system, you can still use PureEdge by using a Windows Emulation Program.

MAC users: Please review the MAC white paper below published by PureEdge for additional information:

[Mac Support for PureEdge](http://www.grants.edcomm.com/files/Mac%20Support11.pdf) (<http://www.grants.edcomm.com/files/Mac Support11.pdf>)

If you have problems setting-up the software, you may not have security permissions to install new programs on your system. If that is the case, you should contact your system administrator.

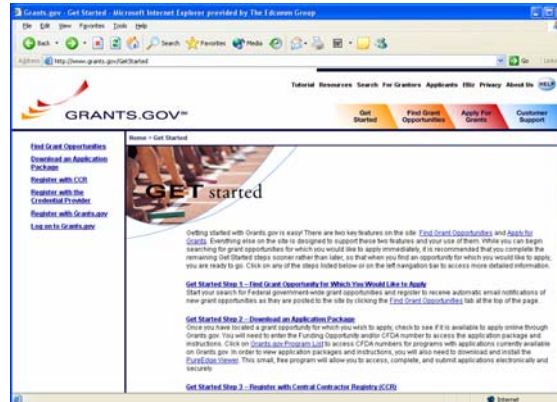
[Downloading PureEdge Viewer](#)

Click the **Get Started** tab at the top of any screen.

This will take you to the **Get Started** screen.

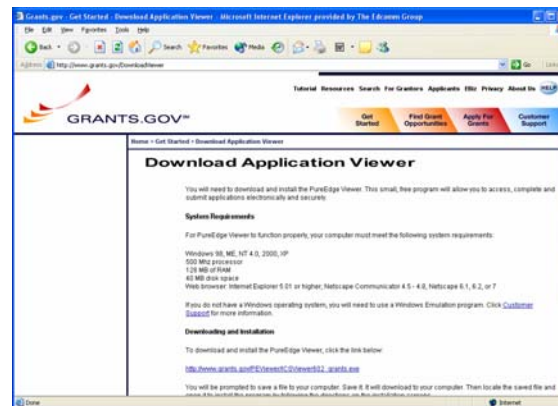
The Apply for Grants Process

Get
Started
screen



Click the **Download Application Viewer** link on the left side of the screen.

Download
Application
Viewer
screen

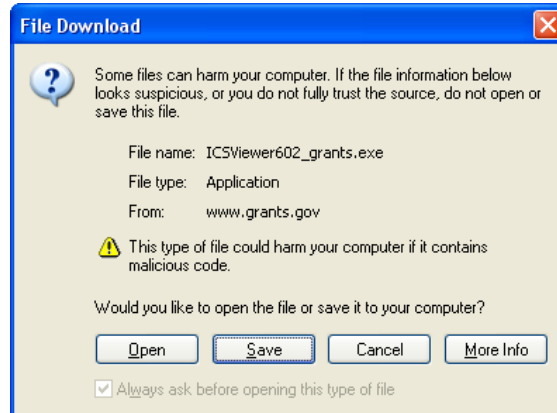


Click the http://www.grants.gov/PEViewer/ICSViewer602_grants.exe link.

This will open the **File Download** window.

The Apply for Grants Process

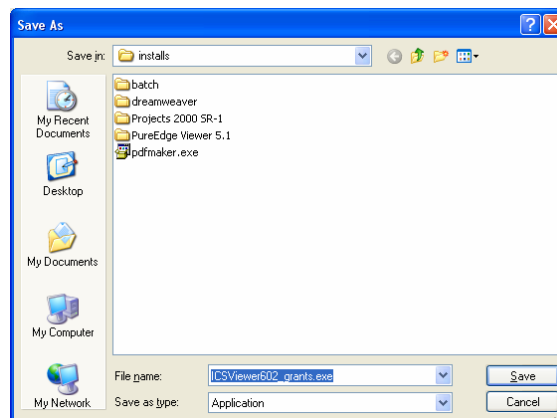
File Download window



Click the **Save** button.

This will open the **Save As** window where you can designate where the program should save on your computer.

Save As window

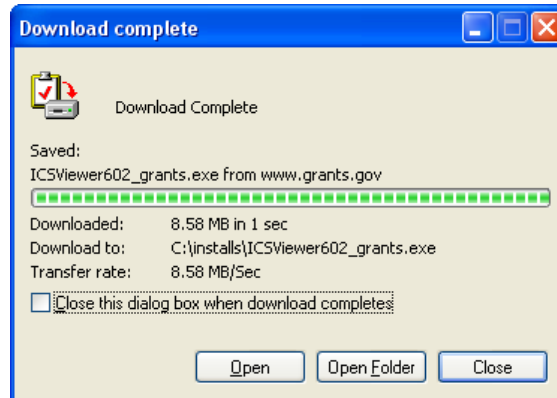


Browse to where you would like the program to save on your computer.

Once you have browsed to where you want PureEdge Viewer to save on your computer, click the **Save** button.

This will download the program. While the program is downloading, the **Download complete** window will show its progress.

Download Complete window



Make sure that the box next to **Close this dialog box when download completes** is NOT checked on the **Download Complete** window.

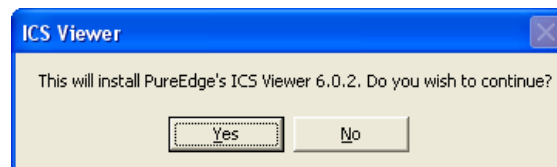
Installing PureEdge Viewer

When the download has completed, click the **Open** button on the **Download complete** window.

If the Download Window closes when the download completes, you will need to locate the file that downloaded on your computer and open it.

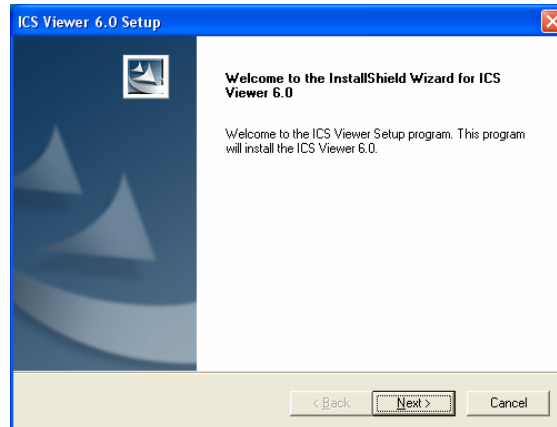
When the installation file opens, it will prompt you with: **This will install PureEdge's ICS Viewer 6.0.2. Do you wish to continue?**

Prompt screen



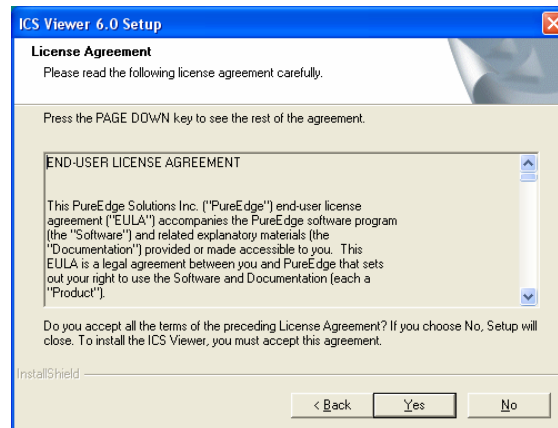
Click the **Yes** button.

This will open the **ICS Viewer 6.0 KeySign** program setup.

The Apply for Grants Process**Welcome
screen**

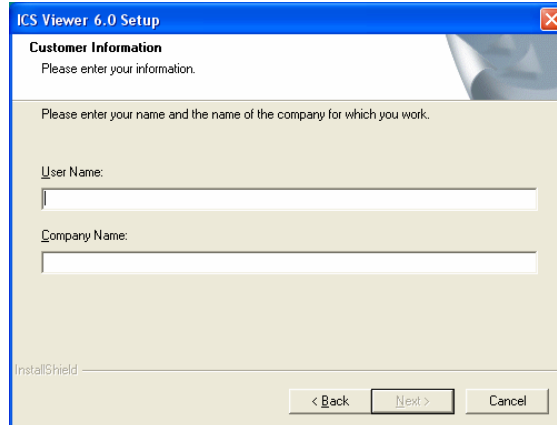
Click the **Next** button to continue.

This will take you to the License Agreement.

**License
Agreement
screen**

Read the License Agreement and click the **Yes** button to accept the agreement and continue with the installation.

This will take you to the **Customer Information** screen.

The Apply for Grants Process**Customer
Information
screen**

ICS Viewer 6.0 Setup

Customer Information
Please enter your information.

Please enter your name and the name of the company for which you work.

User Name:

Company Name:

InstallShield

< Back Next > Cancel

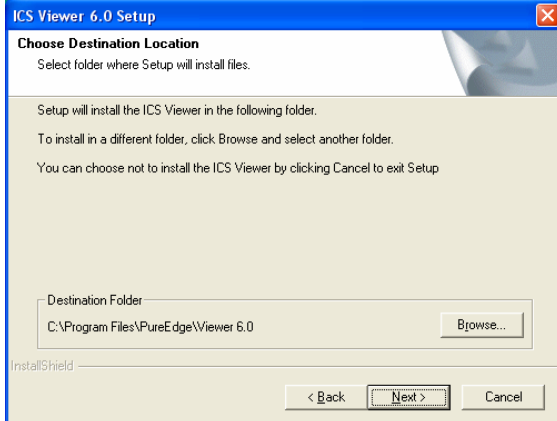
Enter a user name in the **User Name** field.

Enter your company's name in the **Company Name** field.

Click the **Next** button.

Note – the **Next** button will not become active until both fields are completed.

This will take you to **Choose Destination Location** screen.

**Choose
Destination
Location
screen**

ICS Viewer 6.0 Setup

Choose Destination Location
Select folder where Setup will install files.

Setup will install the ICS Viewer in the following folder.
To install in a different folder, click Browse and select another folder.
You can choose not to install the ICS Viewer by clicking Cancel to exit Setup

Destination Folder
C:\Program Files\PureEdge\Viewer 6.0

Browse...

InstallShield

< Back Next > Cancel

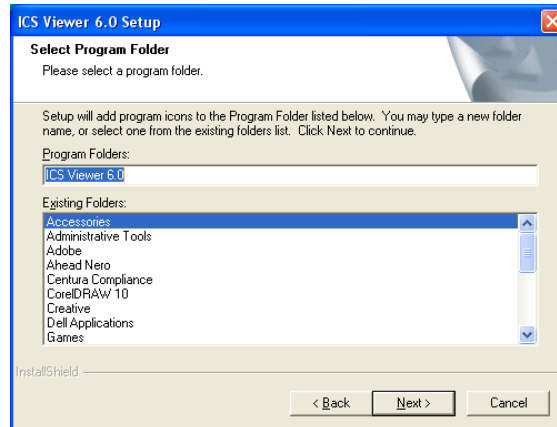
The Apply for Grants Process

We recommend that you save the program at the default location displayed in the **Destination Folder** box.

Click the **Next** button to continue.

This will take you to **Select Program Folder** screen.

Select Program Folder screen

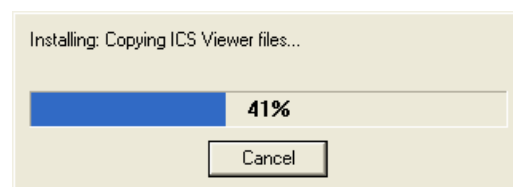


We recommend that you name the program folder the default name listed in the **Program Folder** field.

Click the **Next** button to continue.

This will install the program. The installation progress will be displayed in the **Install** window.

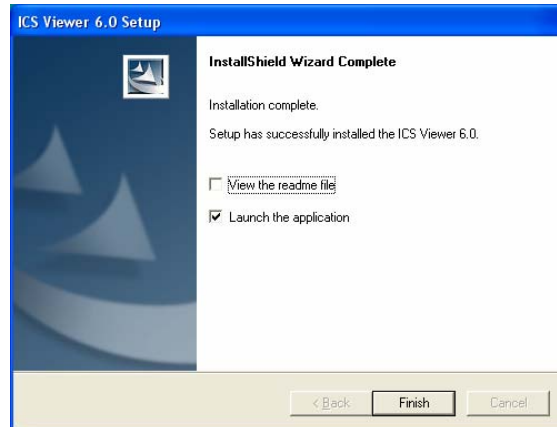
Install window



When the installation has completed, the **InstallShield Wizard Complete** screen will appear.

The Apply for Grants Process

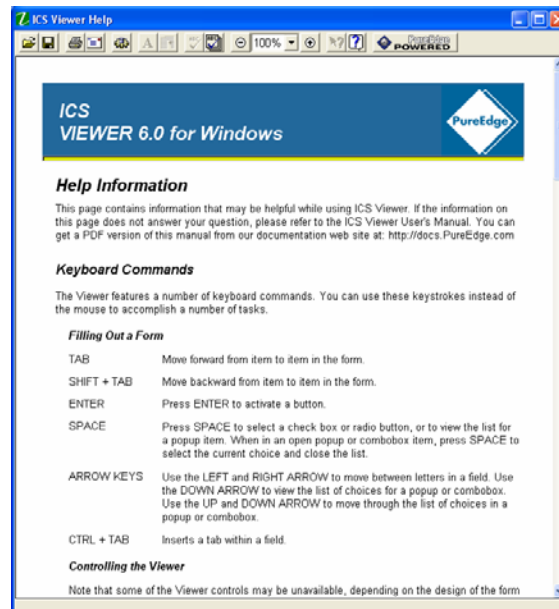
InstallShield Wizard Complete screen



Click the **Finish** button.

This will launch the program and open the **ICS Viewer Help Information** window.

ICS Viewer Help Information window



The Apply for Grants Process

Key Points



- **Make sure system requirements are met.**
- **Use Windows Emulation on non-Windows systems.**
- **Utilize customer support resources.**

My
Notes

Practice 2: Requesting a DUNS Number*

* this step is for organizations only

A Data Universal Numbering System (DUNS) number is required as part of the CCR registration process.

The DUNS number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B).

Call 1-866-705-5711 to request a DUNS number. This will take about 10 minutes. There is no charge.

Have the following information ready when you call:

Name of business

Business address

Local phone number

Name of the CEO/business owner

Legal structure of the business (corporation, partnership, proprietorship)

Year business started

Primary line of business

Total number of employees (full and part time)

Once you have completed the registration, your DUNS number should be available the next business day.

As a result of obtaining a DUNS number you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want your name/organization included on this marketing list, request not to be listed or deleted from D&B's marketing file when you are speaking with a D&B representative during your DUNS number telephone application.

You can request a DUNS number online, but the process can take a bit longer to complete. If your business is located in the United States, you can request and register for a DUNS number by calling 1-866-705-5711. If your business is located outside of the United States, call your local Dun & Bradstreet office. To find your local office, please consult Dun & Bradstreet's [International Dialing List](http://www.grants.gov/assets/D&B%20International%20CRC%20Phone%20Numbers.doc) (<http://www.grants.gov/assets/D&B International CRC Phone Numbers.doc>).

The Apply for Grants Process**Key Points**

- **Call 1-866-705-5711 to request a DUNS number.**
- **Have all information ready before calling.**
- **Utilize customer support resources.**


**My
Notes**

Practice 3: Registering with CCR*

* this step is for organizations only

In order to help centralize information about grant recipients and provide a central location for grant recipients to change organizational information, the government will be using the Central Contractor Registry (CCR) for grant applicants and recipients.

CCR is a government-wide registry for vendors doing business with the federal government. Grants.gov is specifically leveraging using CCR as a procedural mechanism to establish roles and IDs for those electronically applying for grants. In the future, the government anticipates requiring all grant applicants to use CCR whether applying for grant electronically or otherwise.

General Information

A separate registration in the CCR may be required if an organization wants to have a single unit conduct business and it has a direct payment flow to that organization, it would require a separate DUNS number specified for that unit (if a different address from the parent organization). If the same address, the organization could use the DUNS + 4 found in the CCR.

For example, a university that wants to have its payment information flow through one central point for grants should register as the entity doing business with the government. This registration would require a specific DUNS number for that business.

If you have the necessary information ready, online registration will take about 30 minutes to complete, depending upon the size and complexity of your organization. Your registration should become active within 3 business days.

Instructions for Registering

Information for registering in the CCR and online documents can be found at www.ccr.gov or by calling 800-386-6820.

Before registering, applicants and recipients should review the Central Contractor Registration Handbook (March 2003). In the handbook is a Registration Worksheet. You can also access this worksheet by browsing to <http://www.ccr.gov/CCRRegTemplate.pdf>. You will need Adobe Reader to view this worksheet.

It is recommended that registrants print the registration worksheet and gather the needed information prior to starting the online registration process.

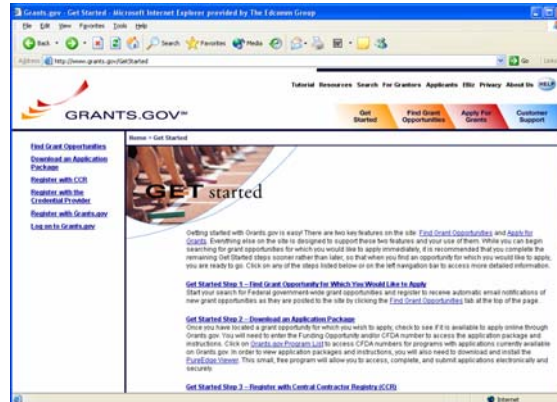
The fastest and easiest method to register is by computer.

Click the **Get Started** tab at the top of any screen.

This will take you to the **Get Started** screen.

The Apply for Grants Process

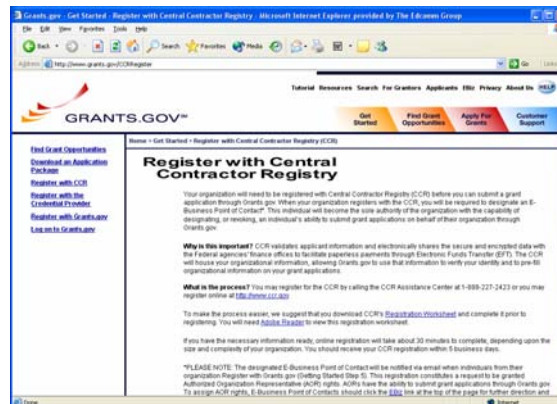
Get
Started
screen



Click the **Register with CCR** link on the left side of the screen.

This will take you to the **Register with CCR** screen.

Register
with CCR
screen



Click the link to CCR:

<http://www.ccr.gov>

This will take you to the **CCR** website.

The Apply for Grants Process

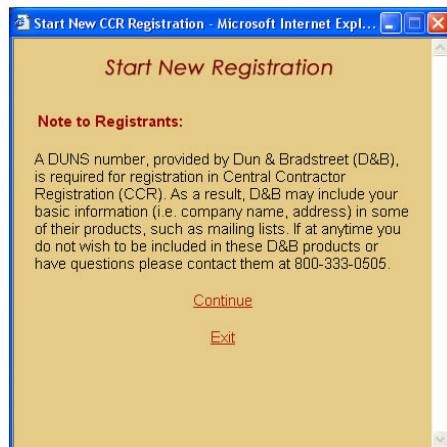
Register
with CCR
screen



Click the **Start New Registration** link on the left of the screen.

This will pop-up a reminder that you will need a DUNS number to register with CCR.

DUNS
Pop-Up



If you have your DUNS number, click **Continue**. If you do not, follow the directions to register for a DUNS number. Detailed instructions can be found in the **Requesting a DUNS** topic.

This will take you to the **CCR Registration** screen.

The Apply for Grants Process

CCR Registration screen



Once you have completed the online registration, it will take approximately 3 business days before your CCR registration becomes active. Once your CCR registration becomes active, you will be able to register with the Credential Provider.

[Registration Worksheet for Grant Applicants/Recipients](#)

General Information:

Enter all information that has an **M** placed next to the line meaning Mandatory or Required.

The registration is pretty self-explanatory.

Identified below are some items with which you may not be familiar:

Cage Code:

For U.S. applicants, do not enter a Cage Code, one will be assigned.

For foreign applicants, follow the instructions in the CCR.

Legal Business Name:

Enter the name of the business or entity as it appears on legal documents.

Business Name:

Enter the name of the organization/entity which is applying for a grant.

Annual Revenue:

For some organizations/entities this can be an annual budget.

Type of Organization:

In this section, indicate whether the organization/entity is Tax Exempt or Not. Indicate what type or how the organization is recognized. Use "Other" if the organization does not fit in the designated categories.

Owner Information:

Fill-in if a sole proprietorship.

Business Types:

As indicated, check all that apply. Check the ones that are the closest description to your organization. Most grant applicants can use "Nonprofit Institution" plus any other type that may fit the description. (The listing is being revised to include grant applicants business types.)

Party Performing Certification:

Enter information only if the organization has a certification from SBA. Most grant recipients and applicants do not fall into this category.

Goods and Services:

This section is required. It will require the grant applicant/recipient to look up a code and enter the ones that best fit the type of services the organization provides. It is not required to fill-in all the spaces provided for the codes.

NAICS Code:

Is required. Follow the instructions.

SIC Code:

Is required. Follow the instructions.

Financial Information:

Follow the instructions found in the CCR Handbook on page 14; <http://www.ccr.gov/handbook.pdf>

Registration Acknowledgement and Point of Contact Information

This section is very important and needs to have names and telephone numbers put in for specific purposes. For grant applicants and recipients the **M** fields are required.

CCR Point of Contact:

Mandatory. Enter the name of the person that knows and acknowledges that the information in the CCR is current, accurate and complete. The person named here will be the only person within the registering organization to receive the Trading Partner Identification Number (TPIN) via e-mail or U.S. mail services. The registrant and the alternate are the only people authorized to share the information with the CCR Assistance Center personnel. An email address is required. An alternate is also required for registration.

The person listed as the CCR Point of Contact will also be designated as the Grants.gov CCR E-Business Point of Contact. This person will have the responsibility of assigning the "Authorized Applicant" role to all who register to submit applications for their organization. The E-Business Point of Contact will receive an email each time someone registers with the Credential Provider in order to be able to submit applications on behalf of their organization. The E-Business Point of Contact will need to login to the E-Business Point of Contact section of Grants.gov and manually assign the "Authorized Applicant" role to designate someone as an Authorized Organization Representative (AOR).

Government Business Point of Contact:

Not mandatory; review CCR Handbook on page 16; <http://www.ccr.gov/handbook.pdf>.

Electronic Business Point of Contact:

Mandatory. Grant applicants/recipients must provide a name of an individual who will be responsible for approving the Role Manager for the organization. The Role Manager will be required to approve

individuals who are authorized to submit grant applications on behalf of the organization. Email and telephone number are required. An alternate is required.

Past Performance Point of Contact:

Not required.

Marketing Partner ID (MPIN):

Mandatory for Grants.gov submission, although CCR does not require it. THIS IS A COMMONLY MISSED STEP, and adds days to the Grants.gov registration process if missed. Each time an organization's profile is modified with the CCR, it takes 3 business days to become active again. This is a self-defined access code that will be shared with authorized electronic partner applications. The MPIN will act as your password in other systems. The MPIN must be nine positions and contain at least one alpha character, one number and no spaces or special characters.

Registration Notification:

Once the registration is completed, a TPIN will be emailed or sent via the U.S. Postal Service to the organization's point of contact. If registration is done electronically, notification will be sent via email within five days of registration.

The Apply for Grants Process**Key Points**

- **DUNS are required to register with CCR.**
- **Gather all information before registering.**
- **Utilize customer support resources.**


**My
Notes**

Practice 4: Register with Credential Provider

Note – For organizations, the CCR registration must be complete and active before you can register with the Credential Provider. This process takes approximately three business days after completing the online registration. Again – this note applies only to organizations

In order to safeguard the security of your electronic information, Grants.gov utilizes E-Authentication - the Federal program that ensures secure transactions.

E-Authentication defines the level of trust or trustworthiness of the parties involved in a transaction through the use of Credential Providers. It is the process of determining with certainty that someone really is who he/she claims to be.

Grants.gov is using Operational Research Consultants (ORC) as its Credential Provider.

Once you are registered with ORC, you will receive an ID and password to have your grant application forwarded to the appropriate government agency safely and securely.

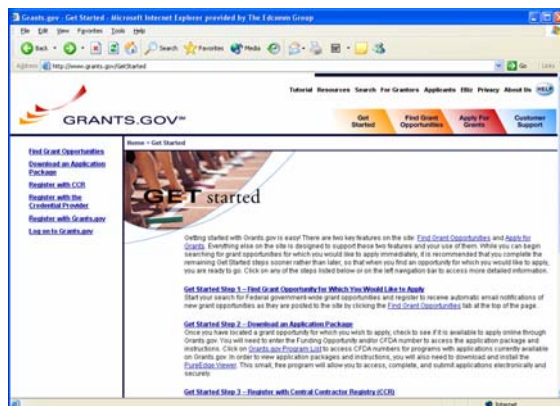
Registering with the Credential Provider

Registering with a Credential Provider is a simple process:

Click the **Get Started** tab at the top of any screen.

This will take you to the **Get Started** screen.

**Get
Started
screen**

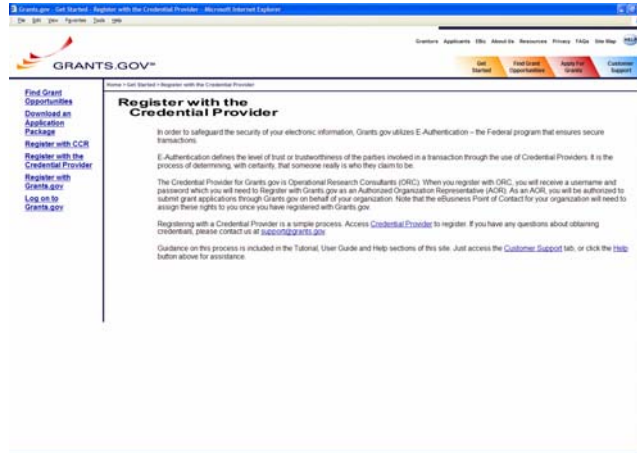


Click the **Register with Credential Provider** link on the left side of the screen.

This will take you to the **Register with the Credential Provider** screen.

The Apply for Grants Process

Register with the Credential Provider screen



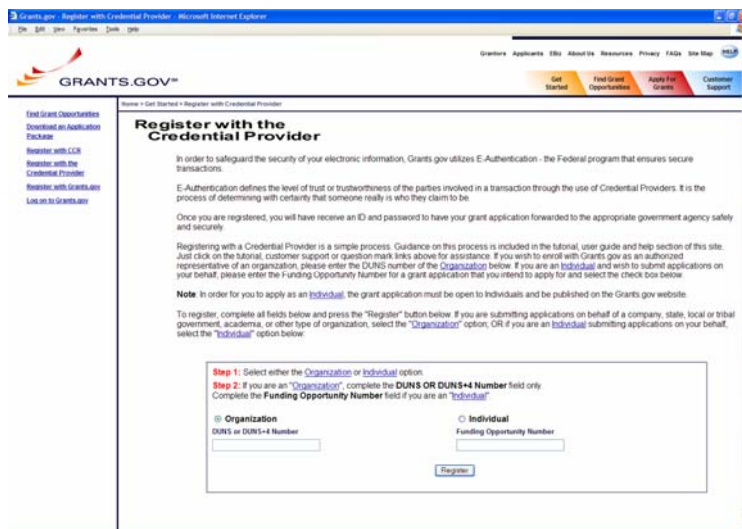
Click the **Credential Provider** link in the middle of the screen.

The Apply for Grants Process

This will take you to the **Register with the Credential Provider** screen. Organizations will enter their valid DUNS number and click on the organization radio button.

Individuals will enter a valid Funding Opportunity Number (FON), and click on the Individual radio button. NOTE: there are currently no valid FONs for individuals, i.e. no agency has yet published a grant opportunity that is valid for individual applications.

Register with the Credential Provider screen



Register with the Credential Provider

In order to safeguard the security of your electronic information, Grants.gov utilizes E-Authentication - the Federal program that ensures secure transactions.

E-Authentication defines the level of trust or trustworthiness of the parties involved in a transaction through the use of Credential Providers. It is the process of determining with certainty that someone really is who they claim to be.

Once you are registered, you will have receive an ID and password to have your grant application forwarded to the appropriate government agency safely and securely.

Registering with a Credential Provider is a simple process. Guidance on this process is included in the tutorial, user guide and help section of this site. Just click on the tutorial, customer support or question mark links above for assistance. If you wish to enroll with Grants.gov as an authorized representative of an organization, please enter the DUNS number of the Organization below. If you are an individual and wish to submit applications on your behalf, please enter the Funding Opportunity Number for a grant application that you intend to apply for and select the check box below.

Note: In order for you to apply as an individual, the grant application must be open to individuals and be published on the Grants.gov website.

To register, complete all fields below and press the "Register" button below. If you are submitting applications on behalf of a company, state, local or tribal government, academia, or other type of organization, select the "Organization" option, OR if you are an individual submitting applications on your behalf, select the "Individual" option below:

Step 1: Select either the **Organization** or **Individual** option.

Step 2: If you are an "Organization", complete the **DUNS OR DUNS+4 Number** field only. Complete the **Funding Opportunity Number** field if you are an "Individual".

☒ **Organization**
DUNS or DUNS+4 Number

☐ **Individual**
Funding Opportunity Number

Enter your DUNS number or FON in the proper field.

Note – If you have a nine digit DUNS number, you will need to add four zeros to the end of the DUNS number.

Click the **Register** button.

NOTE: If your CCR registration is not complete you will not be allowed through to the Credential Provider (CP), and you will receive the following small error message on the next screen: **Please enter a valid DUNS number**

You may be prompted that you are entering a secure site. Click **OK** to continue.

The Apply for Grants Process

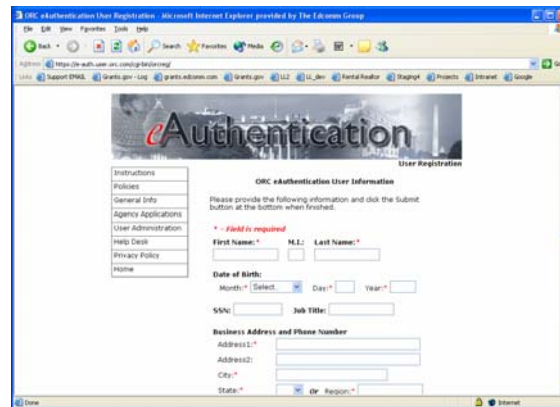
eAuthentication screen



Click the **UserID** button.

This will take you to the **User Information** screen.

User Information screen



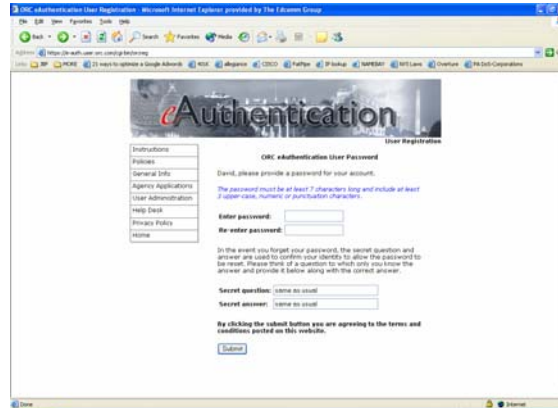
Enter the required information in the appropriate fields. Required fields are noted by an asterisk *.

Click the **Submit** button.

This will take you to the **User Password** screen.

The Apply for Grants Process

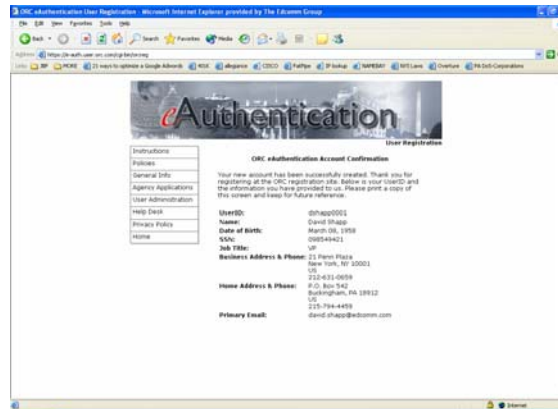
User Password screen



Complete all of the necessary fields and click the **Submit** button.

This will take you a **Confirmation** screen.

Confirmation screen



Note: You should record the User ID and password that you entered because you will need this information to **Register with Grants.gov**.

[If you forget your password](#)

In the event that you forget your password, you can obtain a new password from the Credential Provider:

If you have forgotten your password, complete the following steps:

- 1) Browse to www.grants.gov.

- 2) Click the **Get Started** tab.
- 3) Click the **Register with the Credential Provider** link.
- 4) Click the **Credential Provider** link in the middle of the screen.
- 5) Enter your DUNS number. If you have a nine digit DUNS number, add four zeros to the end of it.
- 6) Click the **Register** button.
- 7) On the left of the screen, mouse over **User Administration**.
- 8) Select **Forgotten Password**.
- 9) Enter the username that you received from the Credential Provider
- 10) Click the **Login** button.
- 11) You will receive the question that you entered as your password reminder.
- 12) Enter the answer to the question in the **Answer** field.
- 13) Click the **Submit** button.
- 14) You will be prompted to enter a new password.

Once you enter a new password, Grants.gov's system will automatically be updated with the new password.

[If you forget your username](#)

Please contact ORC, Grants.gov's Credential Provider at 800-386-6820 or via email at eauthhelp@orc.com. You may be required to re-register. If you are required to re-register with the Credential Provider, you will need to re-register your username and password with Grants.gov.

The Apply for Grants Process**Key Points**

- **Remember your username and password.**
- **Credential providers are necessary for security.**
- **Utilize customer support resources.**


**My
Notes**

Practice 5: Registering with Grants.gov

Once you have registered with ORC, Grants.gov's Credential Provider and receive your username and password, you will need to register with Grants.gov. You should wait approximately 20 minutes after completing the Credential Provider registration before registering with Grants.gov.

After you have registered with Grants.gov, the E-Business Point of Contact listed on your organization's CCR registration will receive a notification stating that you have registered. For individual registrations, there is no E-Business Point of Contact, so this is not applicable.

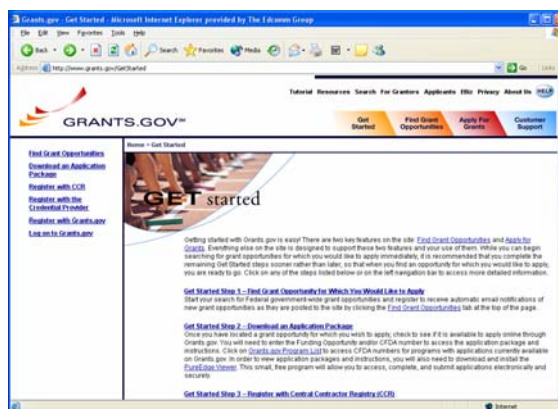
The E-Business Point of Contact will then need to log into the E-Biz section of Grants.gov and assign the "Authorized Applicant" role to you. Once E-Business Point of Contact completes this process, you will receive an email confirming that you can submit grants on behalf of your organization. You will then be able to submit grants through Grants.gov.

[Registering with Grants.gov](#)

To register, click the **Get Started** tab at the top of any screen.

This will take you to the **Get Started** screen.

**Get
Started
screen**

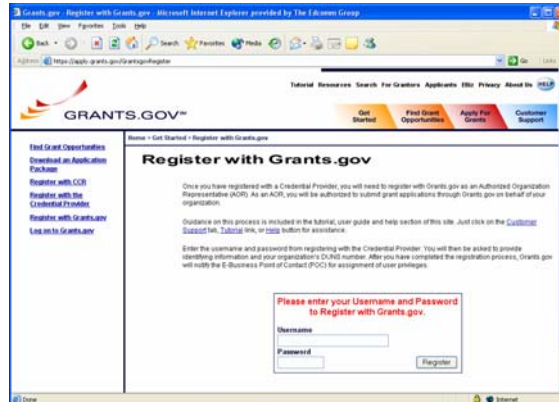


Click the **Register with Grants.gov** link on the left of your screen.

This will take you to the **Register with Grants.gov** screen.

The Apply for Grants Process

Register with Grants.gov screen



Enter the username you entered to register with a Credential Provider in the **Username** field.

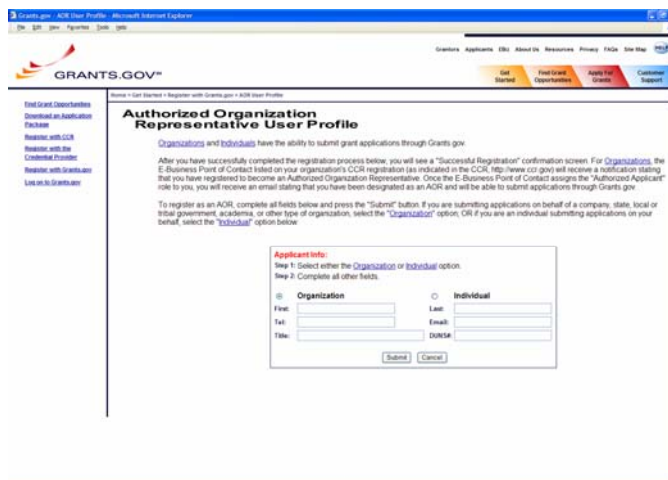
Enter the password you entered to register with a Credential Provider in the **Password** field.

Remember – the password you received from the Credential Provider may contain both upper and lowercase letters. Be sure that you enter the exact password you received.

Click the **Register** button.

This will take you to the **Authorized Organization Representative User Profile** screen.

Authorized Organization Representative User Profile screen



Click on either the Organization or Individual Radio button.

Enter your first name in the **First** field.

Enter your last name in the **Last** field.

Enter your business telephone number in the **Tel** field.

Enter your business email address in the **Email** field.

Enter your title in the **Title** field.

If you are registering as part of an organization, enter your DUNS number in the **DUNS#** field. (for individuals, a default DUNS # will be entered.)

Click the **Cancel** button to return to the previous screen.

OR

Click the **Submit** button to register with Grants.gov.

After you have registered with Grants.gov, the E-Business Point of Contact listed on your organization's CCR registration will receive a notification stating that you have registered. The E-Business Point of Contact will then need to log into the Ebiz section of Grants.gov and assign the "Authorized Applicant" role to you. (again – not applicable to individuals)

Once the E-Business Point of Contact assigns the "Authorized Applicant" role to you, you will receive an email stating that you have been designated as an AOR and will be able to submit grants through Grants.gov.

Individuals will be authorized to submit in a few moments.

[If you forget your password](#)

In the event that you forget your password, you can obtain a new password from the Credential Provider:

If you have forgotten your password, complete the following steps:

- 1) Browse to www.grants.gov.
- 2) Click the **Get Started** tab.
- 3) Click the **Register with the Credential Provider** link.
- 4) Click the **Credential Provider** link in the middle of the screen.
- 5) Enter your DUNS number. If you have a nine digit DUNS number, add four zeros to the end of it.
- 6) Click the **Register** button.
- 7) On the left of the screen, mouse over **User Administration**.
- 8) Select **Forgotten Password**.
- 9) Enter the username that you received from the Credential Provider
- 10) Click the **Login** button.
- 11) You will receive the question that you entered as your password reminder.
- 12) Enter the answer to the question in the **Answer** field.
- 13) Click the **Submit** button.

14) You will be prompted to enter a new password.

Once you enter a new password, Grants.gov's system will automatically be updated with the new password.

[If you forget your username](#)

If you forget your username, please contact ORC, Grants.gov's Credential Provider at 800-386-6820 or via email at eauthhelp@orc.com. You may be required to re-register. If you are required to re-register with the Credential Provider, you will need to re-register your new username and password with Grants.gov.

The Apply for Grants Process

Key Points



- Only AORs can submit applications.
- Anyone can find, download and complete applications.
- Utilize customer support resources.

My
Notes

Practice 6: Log on to Grants.gov

The For Applicants section of the site allows applicants to verify that they have registered with Grants.gov, to update their applicant profile, and to check a submitted application's status.

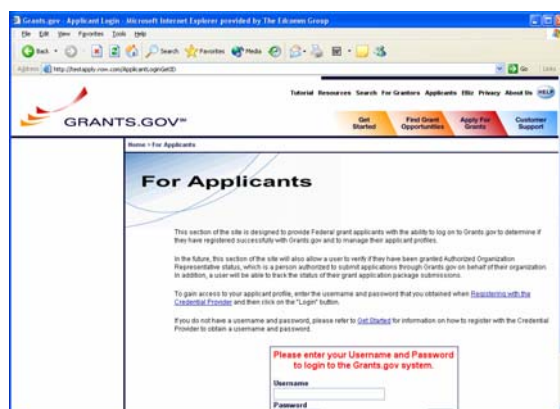
[Log on to Grants.gov](#)

To log into the For Applicants section of the site, click the **Applicants** link at the top of the screen.

You can also access this section of the site by clicking the **Get Started** tab and then clicking the **Log on to Grants.gov** link at the left of the Get Started screen.

This will take you to the **For Applicants Login** screen.

For Applicants screen



Enter the username you registered with Grants.gov in the **Username** field.

Enter the password you registered with Grants.gov in the **Password** field.

Click the **Login** button.

If you can successfully log into this section of the site, you have successfully registered with Grants.gov. This does **NOT**, however, indicate that you are an Authorized Organization Representative (AOR) for your organization and can submit applications on your organization's behalf. Once you have completed the Grants.gov registration, your organization's Ebiz Point of Contact will need to log into the Ebiz section of Grants.gov and designate you as an Authorized Applicant. You will receive an email stating that you have been designated as an AOR for your organization when your Ebiz Point of Contact assigns this role to you.

This will take you to the **For Applicants Welcome** screen.

The Apply for Grants Process

For Applicants Welcome screen



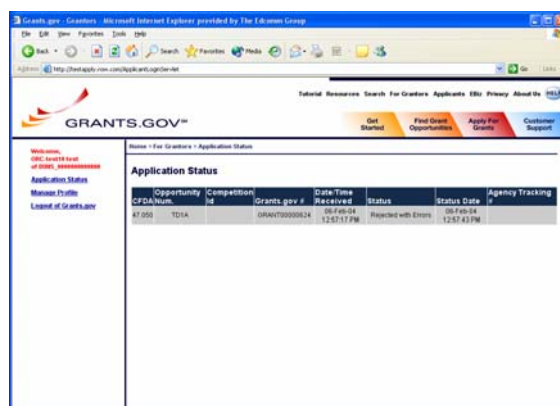
From this screen you can check a submitted application's status and update your applicant profile.

[Checking a Submitted Application's Status](#)

To check an application's status once you log into the For Applicants section of Grants.gov, click the **Application Status** link on the left of the screen.

This will take you to the **Application Status** screen.

Application Status screen



The **Application Status** screen displays all the grant applications that you have submitted using the username and password you entered when you logged into the For Applicants section of Grants.gov.

The **CFDA** column displays the CFDA Number for the grant opportunities to which you have submitted an application.

The Apply for Grants Process

The **Opportunity Number** column displays the Funding Opportunity Number for the grant opportunities to which you have submitted an application.

The **Competition ID** column displays the Funding Opportunity Competition ID Number for the grant opportunities to which you have submitted an application.

The **Grants.gov #** column displays the Grants.gov Tracking Number assigned to each application.

The **Date/Time Received** column displays the dates and times that you submitted each application.

The **Status** column displays the status of the applications you have submitted.

- A status of **Received** indicates that Grants.gov has received the application, but the application is awaiting validation.
- A status of **Validated** indicates that Grants.gov validated the application and it is available for the agency to download.
- A status of **Received by Agency** indicates that the agency has confirmed receipt of the application package.
- A status of **Agency Tracking Number Assigned** indicates that the agency has assigned an internal tracking number to your application. This is the last status that Grants.gov tracks. Updates beyond this must be checked with the agency directly. Note: All agencies do not assign tracking numbers. If you do not see an agency tracking number, this does not infer that the agency did not receive or process your application. The assignment of tracking numbers is based on the policy of a particular agency.
- A status of **Rejected with Errors** indicates that Grants.gov was unable to process your application because of an error(s) and cannot accept the application until you correct the errors and successfully resubmit the application. You will receive email notification with information on how to address the error(s).

The **Status Date** column displays the date that the status was updated.

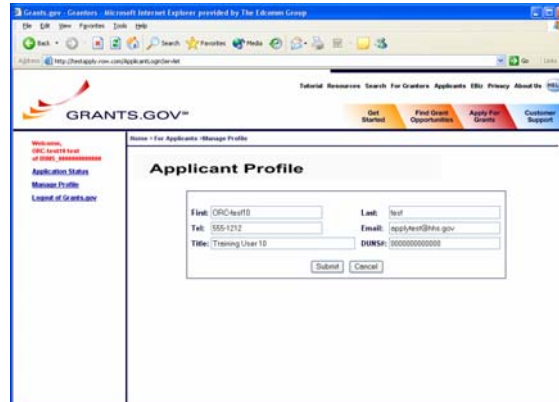
The **Agency Tracking #** field displays the tracking number that the grantor agency assigned for its internal tracking purposes to your submitted application. Note: All agencies do not assign tracking numbers. If you do not see an agency tracking number, this does not infer that the agency did not receive or process your application. The assignment of tracking numbers is based on the policy of a particular agency.

[Managing Your Applicant Profile](#)

To manage your applicant profile once you log into the For Applicants section of Grants.gov, click the **Manage Profile** link on the left of the screen.

This will take you to the **Manage Profile** screen.

**Manage
Profile
screen**



You can update any of the fields on this screen, **excluding** your DUNS number.

To save your revisions, click the **Submit** button. You will be taken to a **Registration Successful** screen.

OR

To return to the **For Applicants Welcome** screen without saving your revisions, click the **Cancel** button.

[Logging Out of the For Applicants Section](#)

You can logout of the For Applicants section of Grants.gov at anytime by clicking the **Logout of Grants.gov** link on the left side of your screen.

This will take you to the **Logout** screen.

**Logout
screen**



To log back in, simply click the **Applicants** link at the top of your screen.

The Apply for Grants Process**Key Points**

- **AORs can update their applicant profile.**
- **Applicants can check the status of their applications.**
- **Utilize customer support resources.**


**My
Notes**

Practice 7: Designating AORs*

*this step only applicable to organizations

Grants.gov has two essential roles for Authorized Applicants:

1) **E-Business Point of Contact** – this person is listed as the point of contact on the organization's CCR registration and is responsible for designating their organization's Authorized Organization Representatives (AORs). Organizations may have only one E-Business Point of Contact.

2) **Authorized Organization Representative (AOR)** – AORs are designated by the E-Business Point of Contact as someone who is authorized to submit applications to Grants.gov on behalf of their organization. AORs must register with Grants.gov's Credential Provider, Operational Research Consultants (ORC) so that Grants.gov can verify that they are who they claim to be and with Grants.gov. AORs must log into Grants.gov in order to submit an application. Organizations may have numerous AORs.

Once a potential Authorized Organization Representative (AOR) registers with a Credential Provider and Grants.gov, the E-Business Point of Contact will receive an email stating that someone has signed up to become an AOR for their organization.

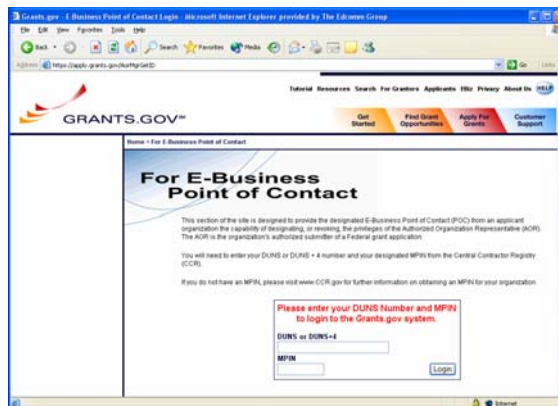
The E-Business Point of Contact will then need to assign the Authorized Applicant privilege to the registrant before that person can submit an application.

Logging into the Ebiz Section

To assign the Authorized Applicant role, click the **Ebiz** link at the top of your screen.

This will take you to the **Ebiz Login** screen.

**Ebiz Login
screen**



The Apply for Grants Process

NOTE – If this is your first time logging into the Ebiz section of Grants.gov, make sure that someone has already registered to become an AOR for your organization.

You will not be able to log into the Ebiz section of Grants.gov until one AOR has completed the Grants.gov registration.

Enter your DUNS number that was entered in the CCR registration in the **DUNS** field.

Note – if you have a nine digit DUNS number, add four zeros to the end of it.

Enter the MPIN selected during the CCR registration in the **MPIN** field.

Remember – your MPIN is the nine character code that you chose when registering with CCR.

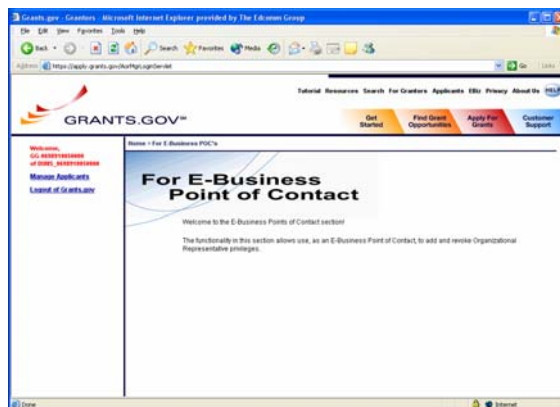
Click the **Login** button.

[Assigning the Authorized Applicant Role](#)

Log into the Ebiz section of Grants.gov.

This will take you to the **Ebiz Welcome** screen.

**Ebiz
Welcome
screen**

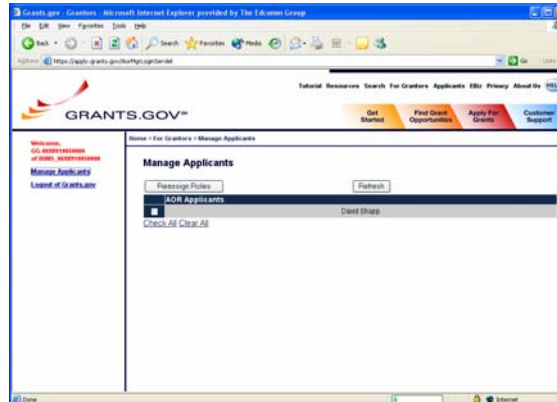


Click the **Manage Applicants** link on the left of the screen.

This will take you to the **Manage Applicants** screen.

The Apply for Grants Process

Manage Applicants screen

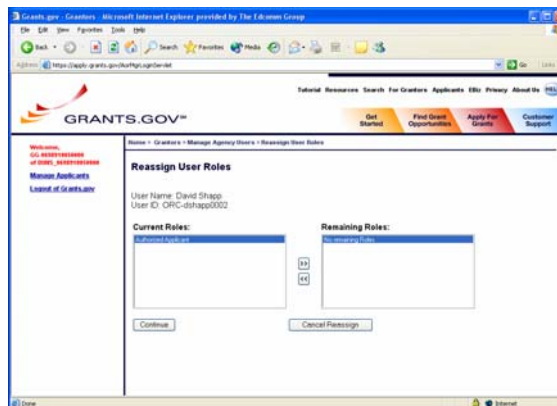


Select the name of the person for which you want to assign the Authorized Applicant role by clicking in the checkbox next to that person's name.

Click the **Reassign Roles** button.

This will take you to the **Reassign Roles** screen.

Reassign Roles screen



Select the **Authorized Applicant** role in the **Remaining Roles** box by clicking it.

Click the double arrow pointing toward the **Current Roles** box.

The Apply for Grants Process

To save your changes, click the **Continue** button. The AOR will now be able to submit an application.

OR

To cancel your changes, click the **Cancel Reassign** button.

The Apply for Grants Process**Key Points**

- **AORs must be assigned the "Agency Applicant" role.**
- **The eBiz POC is the POC on the CCR registration.**
- **Utilize customer support resources.**


**My
Notes**

Practice 8: Search Grant Opportunities

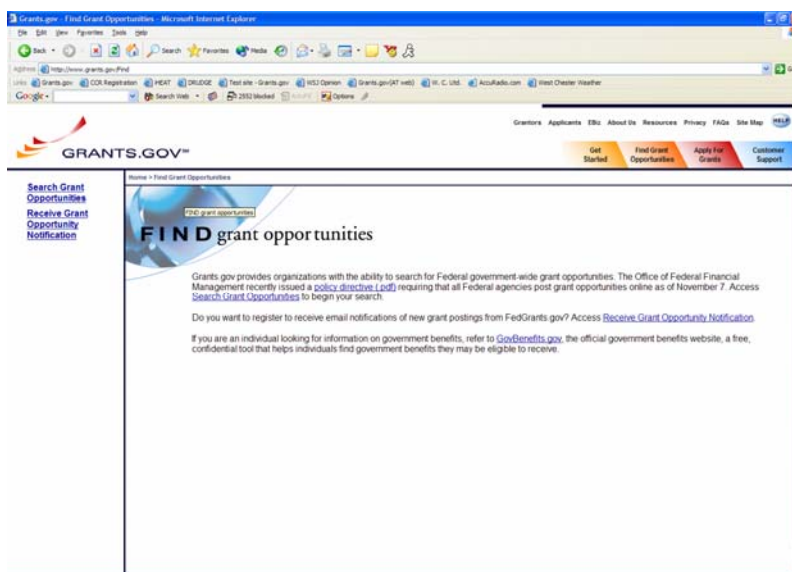
Grants.gov provides Grant Community users with the ability to search for Federal government-wide grant opportunities. Click the "Search Grant Opportunities" link on the left of the screen to begin your search.

Once you find an opportunity for which you wish to apply, you will need to record the Funding Opportunity Number or CFDA number and enter it manually on the **Download Application Packages** screen in the **Apply for Grants** section of this site.

To find grant opportunities, click the **Find Grant Opportunities** tab at the top of any screen.

This will take you to the **Find Grant Opportunities** screen.

Find Grant Opportunities screen

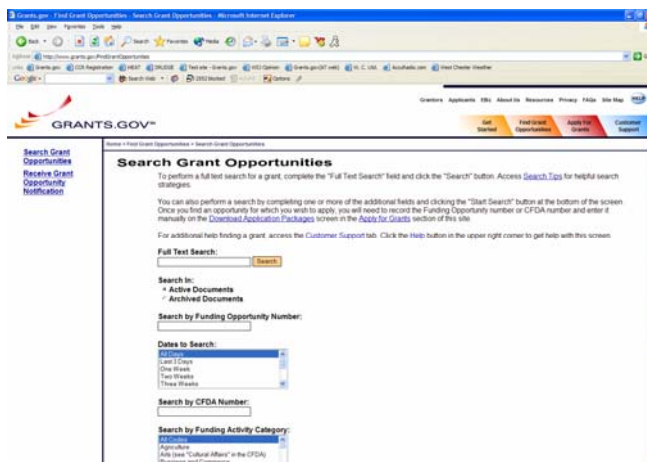


Click the **Search Grant Opportunities** link on the left of the screen.

This will take you to the **Search Grant Opportunities** screen.

The Apply for Grants Process

Search Grant Opportunities screen



Complete as many of the fields as you can on this screen:

To search the full text of the posted grant opportunities, enter a word or phrase in the **Full Text Search** field. Click the **Search** button next to the **Full Text Search** field. Only use this Search button if you have entered something in the **Full Text Search** field.

You can also perform a search by completing one or more of the additional fields and clicking the **Start Search** button at the bottom of the screen.

Select whether you want to search **Active Documents** or **Archived Documents** by clicking the radio button next to corresponding field. **Active Documents** are grant opportunities that are still available for applicants to submit applications. **Archived Documents** are opportunities that are no longer active for applicants to submit applications.

If you know the funding opportunity number, enter it in the **Search by Funding Opportunity Number** field. If you are not sure of the entire Funding Opportunity Number:

Use an asterisk * to replace one or more characters.

Use a question mark ? to replace one character.

Select the time period for which you want to search in the **Dates to Search** field.

If you know the offering agency's Catalog of Federal Domestic Assistance (CFDA) number, enter it in the **Search by CFDA Number** field. If you are not sure of the entire CFDA number:

Use an asterisk * to replace one or more characters.

Use a question mark ? to replace one character.

Select the funding activity category from the **Search by Funding Activity Category** field. If you want to select multiple items in this list, hold down the **CONTROL** or **SHIFT** keys. Mac users should hold the **APPLE** key.

Select the funding instrument type from the **Search by Funding Instrument Type** field. If you want to select multiple items in this list, hold down the **CONTROL** or **SHIFT** keys. Mac users should hold the **APPLE** key.

The Apply for Grants Process

Select the offering agency from the **Search by Agency** field. If you want to select multiple items in this list, hold down the **CONTROL** or **SHIFT** keys. Mac users should hold the **APPLE** key.

You can also select the Offices for the grantor agency by clicking the **Show Offices for Selected Agencies** button. When you click this button, the screen will refresh and the agency offices will be listed at the bottom of the screen. If you want to select multiple items in this list, hold down the **CONTROL** or **SHIFT** keys. Mac users should hold the **APPLE** key.

You can further select locations for the agency offices by clicking the **Show Locations for Selected Offices** button AFTER you have already clicked on the **Show Offices for Selected Agencies** button. When you click this button, the screen will refresh and the agency office locations will be listed at the bottom of the screen. If you want to select multiple items in this list, hold down the **CONTROL** or **SHIFT** keys. Mac users should hold the **APPLE** key.

To clear the **Grant Opportunities Search** form, click the **Clear Form** button.

Once you have entered in the necessary search criteria, click the **Start Search** button to begin the search.

Your search results will display on a **Search Results** screen at FedGrants.gov.

**Search
Results
screen**



Once you find an opportunity you wish to apply for, you will need to record the **Funding Opportunity Number** or **CFDA Number** and then enter it manually when you apply for the grant.

The Funding Opportunity Number is located in the description on the **Search Results** screen.

The CFDA Number can be found by clicking the **Grant** link next to the **Type** field for a specific opportunity on the **Search Results** screen.

You can also click the **Apply for Grant Electronically** button in the Grant Opportunity Announcement to automatically search for the application package for that specific grant. Simply click the **Grant** link on the **Search Results** screen. Then click the **Apply for Grant Electronically** button at the bottom of the screen. When you click this button, you will be taken to the **Selected Grant Applications for Download** screen which will list any available application packages for the grant opportunity.

[Search Tips](#)

On some browsers, it may be necessary to hold down the **CONTROL** or **SHIFT** key to select multiple items.

MAC users should use the **APPLE** key to mark multiple items.

The following wildcard characters, symbols that stand for one or more unspecified characters, may be used to search by Full Text, Funding Opportunity or CFDA number:

use '*' to replace 1 or more characters at the end of the term

use '?' to replace any 1 character

When searching by Full Text, the following boolean operators (OR, AND, and NOT) may be used:

Operator OR (space is also considered as OR). Results a match if term1 OR term2 appears in the document.

Usage: Using OR: "term1 OR term2", Using space: "term1 term2"

Operator AND (+ is also considered as AND). Results a match if both term1 AND term2 appears in the document

Usage: Using AND: "term1 AND term2", Using + sign: "+term1 +term2"


Operator NOT (- is also considered as NOT). Results a match if term1 appears in the document AND term2 does NOT appear in the document.

Usage: Using NOT: "term1 NOT term2", Using - sign: "term1 -term2"

Notice: All boolean operators have to be in UPPER CASE letters

The Apply for Grants Process**Key Points**

- **Complete as many fields as possible to get best results.**
- **Record Funding Opportunity Number or CFDA.**
- **Utilize customer support resources.**


**My
Notes**

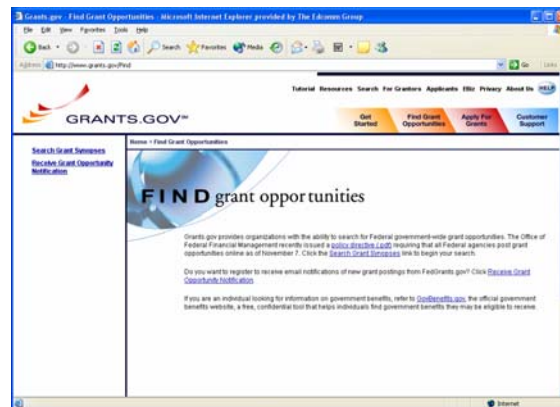
Practice 9: Receive Grant Notifications

Grant Community users can sign-up to receive grant notifications through FedGrants.gov.

To sign-up for grant notifications, click the **Find Grant Opportunities** tab at the top of any screen.

This will take you to the **Find Grant Opportunities** screen.

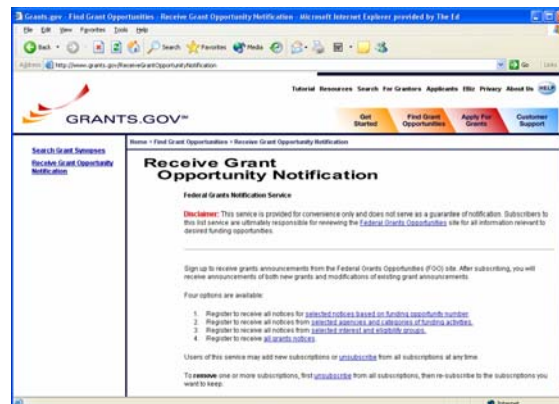
Find Grant Opportunities screen



Click the **Receive Grant Opportunity Notification** link on the left of the screen.

This will take you to the **Receive Grant Opportunity Notification** screen.

Receive Grant Opportunity Notification screen



The Apply for Grants Process

Determine which notification option you would like to use and click the corresponding link:

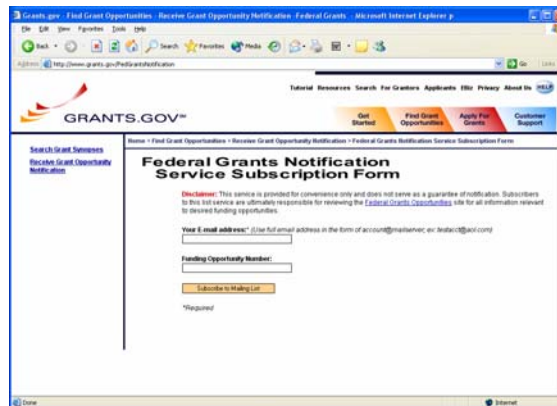
- Register to receive all notices for selected notices based on funding opportunity number.
- Register to receive all notices from selected agencies and categories of funding activities.
- Register to receive all notices from selected interest and eligibility groups.
- Register to receive all grants notices.

[Register to receive all notices for selected notices based on funding opportunity number](#)

Click the link at the end of option 1.

This will take you to the **Federal Grants Notification Service Subscription Form** screen.

**Federal
Grants
Notification
Service
Subscription
Form screen**



Federal Grants Notification Service Subscription Form

Disclaimer: This service is provided for convenience only and does not serve as a guarantee of notification. Subscribers to this list service are ultimately responsible for reviewing the [Federal Grants Catalog](#) site for all information relevant to desired funding opportunities.

Your E-mail address: (Use full email address in the form of account@mailservice.gov:domain@ac.com)

Funding Opportunity Number:

*Required

Enter your email address in the **Email Address** field.

Enter the funding opportunity number for which you would like to receive notifications in the **Funding Opportunity Number** field.

Click the **Subscribe to Mailing List** button.

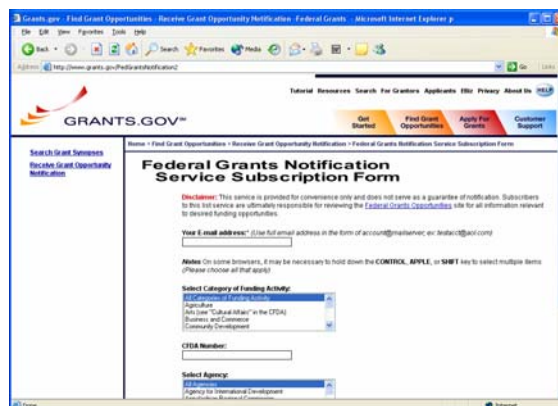
[Register to receive all notices from selected agencies and categories of funding activities](#)

Click the link at the end of option 2.

This will take you to the **Federal Grants Notification Service Subscription Form** screen.

The Apply for Grants Process

Federal Grants Notification Service Subscription Form screen



Enter your email address in the **Email Address** field.

Select the categories for which you would like to receive notification by clicking them from the **Select Category of Funding Activity** box. If you want to select multiple items in this list, hold down the **CONTROL** or **SHIFT** keys. Mac users should hold the **APPLE** key.

Enter a CFDA number for which you would like to receive notification in the **CFDA Number** field.

Select the agencies for which you would like to receive notification by clicking them from the **Select Agency** box. If you want to select multiple items in this list, hold down the **CONTROL** or **SHIFT** keys. Mac users should hold the **APPLE** key.

You can also select the Offices for the grantor agency by clicking the **Show Offices for Selected Agencies** button. When you click this button, the screen will refresh and the agency offices will be listed at the bottom of the screen. If you want to select multiple items in this list, hold down the **CONTROL** or **SHIFT** keys. Mac users should hold the **APPLE** key.

You can further select locations for the agency offices by clicking the **Show Locations for Selected Offices** button AFTER you have already clicked on the **Show Offices for Selected Agencies** button. When you click this button, the screen will refresh and the agency office locations will be listed at the bottom of the screen. If you want to select multiple items in this list, hold down the **CONTROL** or **SHIFT** keys. Mac users should hold the **APPLE** key.

Click the **Subscribe to Mailing List** button.

To clear the form, click the **Clear Form** button.

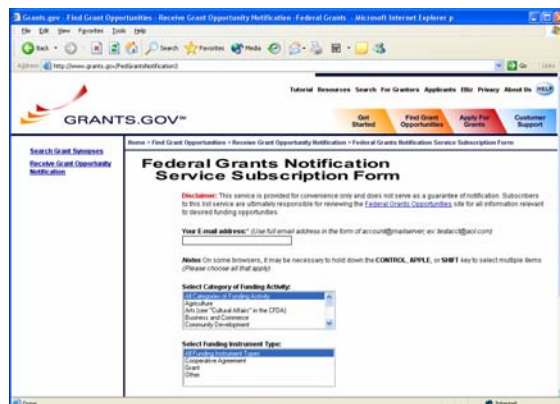
The Apply for Grants Process

[Register to receive all notices from selected interest and eligibility groups](#)

Click on the link at the end of option 3.

This will take you to the **Federal Grants Notification Service Subscription Form** screen.

Federal Grants Notification Service Subscription Form screen



Enter your email address in the **Email Address** field.

Select the categories for which you would like to receive notification by clicking on them from the **Select Category of Funding Activity** box. If you want to select multiple items in this list, hold down the **CONTROL** or **SHIFT** keys. Mac users should hold the **APPLE** key.

Select the funding instrument types for which you would like to receive notification by clicking them from the **Select Funding Instrument Type** box. If you want to select multiple items in this list, hold down the **CONTROL** or **SHIFT** keys. Mac users should hold the **APPLE** key.

Select the eligible applicants for which you would like to receive notification by clicking them from the **Select Eligible Applicants** box. If you want to select multiple items in this list, hold down the **CONTROL** or **SHIFT** keys. Mac users should hold the **APPLE** key.

Enter a CFDA number for which you would like to receive notification in the **CFDA Number** field.

Click the **Subscribe to Mailing List** button.

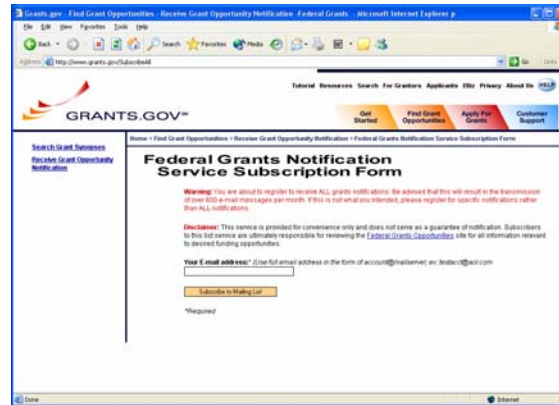
To clear the form, click the **Clear Form** button.

[Register to receive all grants notices.](#)

Click on the link at the end of option 4.

This will take you to the **Federal Grants Notification Service Subscription Form** screen.

Federal Grants Notification Service Subscription Form screen



GRANTS.GOVSM

Home > Find Grant Opportunities > Receive Grant Opportunity Notification > Federal Grants Notification Service Subscription Form

Federal Grants Notification Service Subscription Form

Warning: You are about to register to receive ALL grants notifications. Be advised that this will result in the transmission of over 500 e-mail messages per month. If this is not what you intended, please register for specific notifications rather than ALL notifications.

Disclaimer: This service is provided for convenience only and does not serve as a guarantee of notification. Subscribers to this list service are ultimately responsible for reviewing the [Federal Grants Opportunities](#) site for all information relevant to desired funding opportunities.

Your e-mail address:

*Required

Enter your email address in the **Email Address** field.

Click on the **Subscribe to Mailing List** button.

[Unsubscribing from Notifications](#)

To unsubscribe from notifications, click on the **Unsubscribe** link on the **Receive Grant Opportunities** screen.

This will take you to the **Federal Grants Service Unsubscription Form**

Federal Grants Service Unsubscription Form screen



The screenshot shows a web browser window displaying the "Federal Grants Service Unsubscription Form". The browser's address bar shows "http://www.grants.gov/subscribe". The page has a header with the "GRANTS.GOV" logo and navigation links: "Home", "Find Grant Opportunities", "Receive Grant Opportunity Notifications", "Federal Grants Service Unsubscription Form", "Tutorial", "Resources", "Search for Grants", "Apply for Grants", "Privacy", and "About Us". Below the header, there are four tabs: "Get Started", "Find Grant Opportunities", "Apply for Grants", and "Customer Support". The main content area is titled "Federal Grants Service Unsubscription Form". It includes a disclaimer: "Disclaimer: This service is provided for convenience only and does not serve as a guarantee of notification. Subscribers to this tool service are ultimately responsible for reviewing the Federal Grants Opportunity site for all information relevant to desired funding opportunities." Below the disclaimer, there is a text input field labeled "Your e-mail address:" with a note "(Use full email address in the form of account@mailserver; ex: testacct@ac.com)". A "Unsubscribe from Mailing Lists" button is located below the input field. A small asterisk and the word "Required" are at the bottom of the form.


Enter your email address in the **Email Address** field.

Click on the **Unsubscribe from Mailing Lists** button.

Note - To remove 1 or more subscriptions, first unsubscribe from all subscriptions, then re-subscribe to the subscriptions you want to keep.

The Apply for Grants Process**Key Points**

- **Sign up to receive grant notifications.**
- **Choose the option that meets your preferences.**
- **Utilize customer support resources.**


**My
Notes**

The Apply for Grants Process

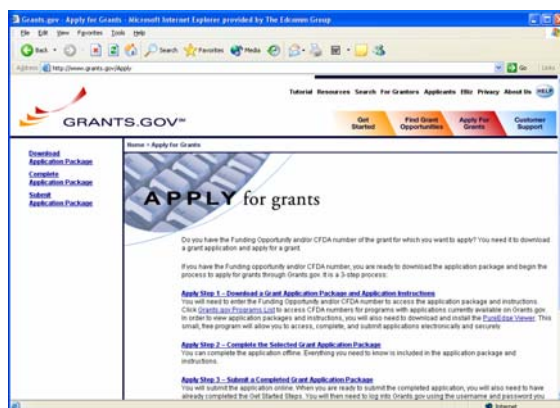
Practice 10: Downloading Application Packages

Before applying for a grant, make sure that you have already completed the “Get Started” steps: Download the Application Viewer, Request a DUNS and then Register with CCR, a Credential Provider and Grants.gov. You will not be able to submit an application if you have not completed all of these steps.

When you have completed all of the necessary steps prior to beginning the application process, click the **Apply for Grants** tab at the top of your screen.

This will take you to the **Apply for Grants** screen.

Apply for Grants screen

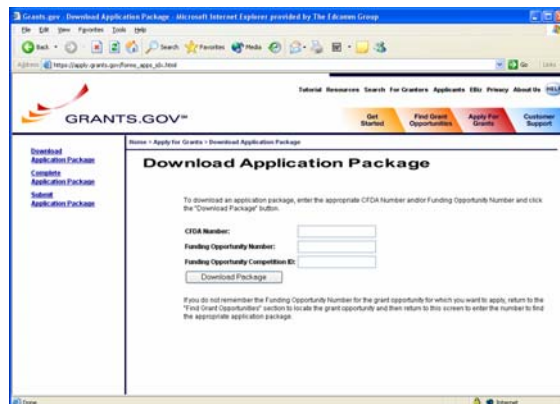


Click the **Download Application Package** link on the left of your screen.

This will take you to the **Download Application Package** screen.

The Apply for Grants Process

Download Application Package screen



Enter the CFDA number of the agency which is offering the opportunity for which you want to apply in the **CFDA Number** field.

OR

Enter the Funding Opportunity Number of the opportunity for which you want to apply in the **Funding Opportunity Number** field.

OR

Enter the Funding Opportunity Competition ID Number of the opportunity for which you want to apply in the **Funding Opportunity Competition ID Opportunity Number** field.

If you do not know the Funding Opportunity Number, CFDA Number or Funding Opportunity Competition ID Number for the grant for which you want to apply, you will need to search for the grant opportunity using the **Search Grant Opportunities** screen. Refer to the **Search Grant Opportunities** topic for details on completing this search. You can also refer to the **Grants.gov Programs List** which provides information on CFDA numbers for programs with applications currently available on Grants.gov.

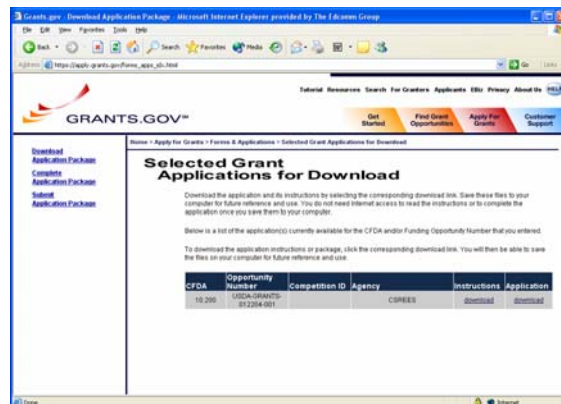
You must complete at least one of these fields to download an application.

Click the **Download Package** button to download the application package.

This will take you to the **Selected Grant Applications for Download** screen.

The Apply for Grants Process

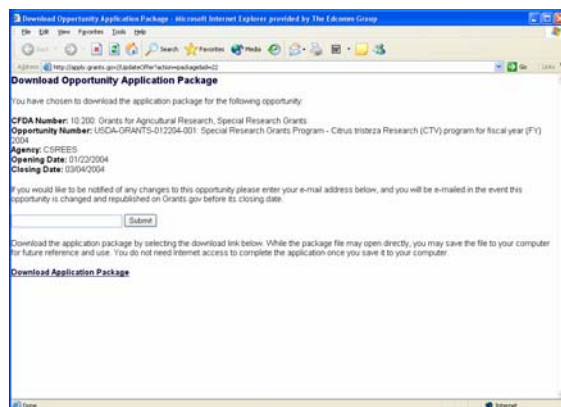
Selected Grant Applications for Download screen



To download an application package and its instructions, click the corresponding download link. Be sure to download both.

When you download an application package or instructions, you will first be taken to the **Download Opportunity Application Package** or the **Download Opportunity Application Instructions** screen.

Download Opportunity Application Package screen



Confirm that you are downloading the correct application/instructions for the grant for which you want to apply.

If you would like to be notified of any changes to this opportunity, enter your email address in the field and then click the **Submit** button.

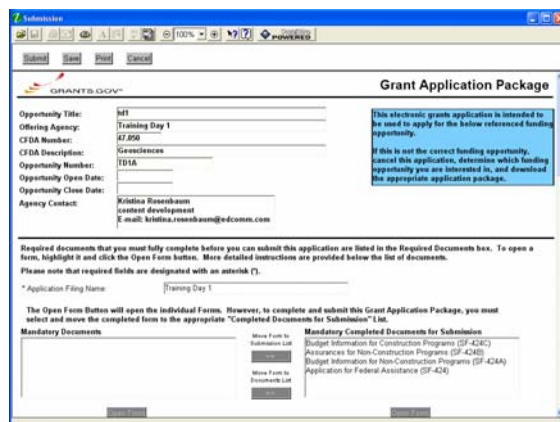
If you do not enter your email address and the application package is deleted or modified, Grants.gov may reject the application.

Click the **Download Application Package** link.

The Apply for Grants Process

The application package will open in the PureEdge Viewer.

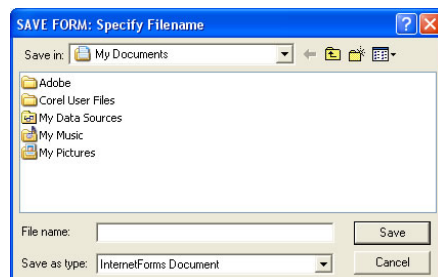
**Application
Package
screen**



Click the **Save** button to save the application to your computer. Note: A warning message appears informing you that one or more of the items in this form contains an invalid value and asks if you want to proceed anyway. Click **Yes**.

This will open the **Save Form** window.

**Save
Form
window**



Browse to where you want to save the application on your computer.

Enter the name that you want the application to be saved as in the **File name** field.

Click the **Save** button.

The application will save to your computer.

Applicants do not need to be online to complete the application.

The Apply for Grants Process**Key Points**

- **Funding Opportunity Number or CFDA required.**
- **Download package and instructions.**
- **Utilize customer support resources.**

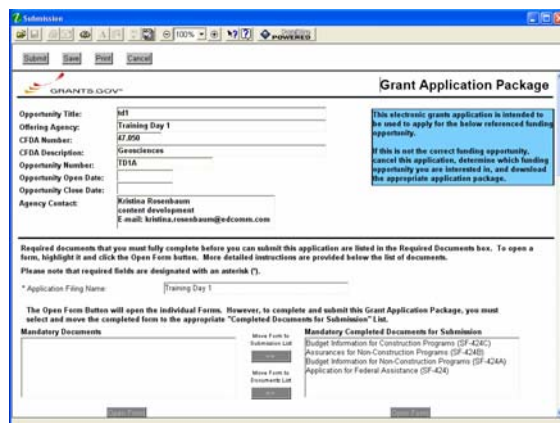

**My
Notes**

The Apply for Grants Process

Practice 11: Completing Application Packages

When the application downloads, it will automatically open in PureEdge Viewer. You should save the application to your computer. Once the application is saved, you will not need to be online to complete the application.

**Sample
Application
Package**



Grant Application Package

This electronic grant application is intended to be used to apply for the below referenced funding opportunity.

If this is not the correct funding opportunity, cancel this application, determine which funding opportunity you are interested in, and download the appropriate application package.

Required documents that you must fully complete before you can submit this application are listed in the Required Documents box. To open a form, highlight it and click the Open Form button. More detailed instructions are provided below the list of documents.

Please note that required fields are designated with an asterisk (*).

* Application Filing Name: Training Day 1

The Open Form button will open the individual forms. However, to complete and submit this Grant Application Package, you must select and move the completed form to the appropriate "Completed Documents for Submission" list.

Mandatory Documents

Mandatory Completed Documents for Submission

Budget Information for Construction Programs (SF-424C)
 Assurance for Non-Construction Programs (SF-424B)
 Budget Information for Non-Construction Programs (SF-424A)
 Application for Federal Assistance (SF-424)

Verify that the pre-entered information is for the grant opportunity for which you want to apply.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking the **Cancel** button at the top of the screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

If the Federal funding opportunity listed is the opportunity for which you want to apply, you will need to complete the application in its entirety before submitting it.

Applications can be completed in their entirety offline; however, you will need to login to the Grants.gov website during the submission process. The **Submit** button at the top of the screen will not be functional until the application is properly completed and saved.

If you have any application specific questions, you can contact the offering agency directly using the contact information provided on the application's cover page.

Completing the Cover Page

Enter a name for the application in the **Application Filing Name** field.

- This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
- You can save your application at any time by clicking the "Save" button at the top of your screen.
- The "Submit" button will not be functional until the application is complete and saved.

The Apply for Grants Process

Open and complete all of the documents listed in the **Mandatory Documents** box and **Optional Documents** box.

- The documents listed in the **Mandatory Documents** box and **Optional Documents** may be predefined forms, such as SF-424, or documents that need to be attached, such as a program background statement. **Mandatory Documents** are required for this application. **Optional Documents** can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding **Optional Documents**.
- To open an item, simply click on it to select the item and then click on the **Open** button. When you have completed a form or document, click the form/document name to select it, and then click the **=>>** button. This will move the form/document to the **Mandatory Completed Documents** or **Optional Completed Documents** box for submission. To remove a form/document from the **Completed Documents** box, click the form/document name to select it, and then click the **<=<** button. This will return the form/document to the **Mandatory Documents** or **Optional Documents** box.
- When you open a required form, the fields which must be completed are noted by a *, and on some computers (depending on your settings) highlighted in yellow. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message once you have the field.
- To exit a form, click on the **Close** button at the top of the screen. Then, click the **Save** button to resave your entire application.

Forms

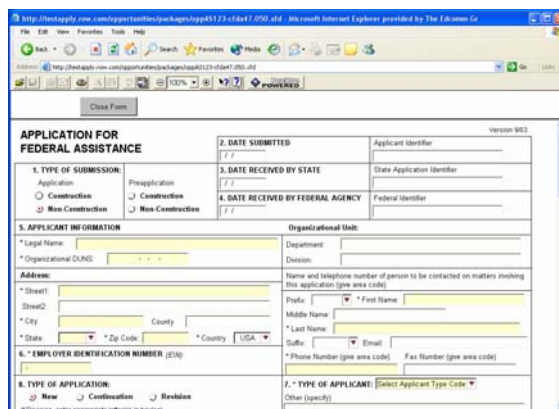
Forms, such as SF-424, are predefined and will require you to enter information into fields.

NOTE – the DUNS number that is entered on the SF-424 must be the same DUNS number registered with the AOR who will be submitting the application.

You should complete the SF-424 first, as it will automatically complete additional fields on other forms with the information you enter.

To open a form in the **Mandatory** or **Optional Documents** box, simply click on the form name to select it and click the **Open Form** button which appears below the appropriate box. When you have completed a form, you will need to move it to the appropriate **Completed Documents for Submission** box.

Sample
Application
Form



When you open a required form, all required fields are noted by an * and sometimes (depending on your computer settings) highlighted in yellow.

The Apply for Grants Process

Optional fields and completed fields are displayed in white.

You can click any field to enter the necessary information.

You can also use the **TAB** button on your keyboard to move from field to field.

If you enter invalid or incomplete information in a field, you will receive an error message upon leaving the field.

To exit a form, click the **Close** button at the top of the screen. Then click the **Save** button to save your application.

Documents

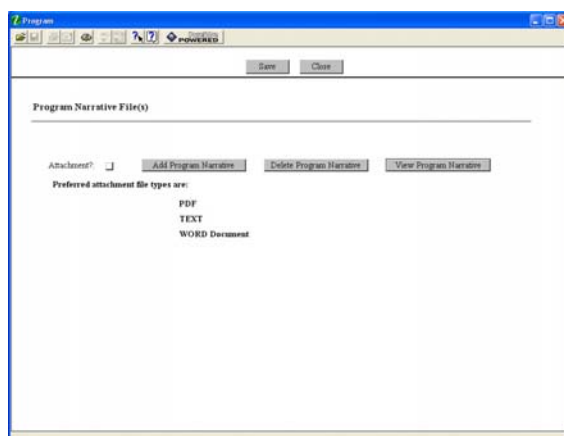
In addition to forms, application packages may also require that you submit specific documentation, such as a program background statement.

These documents may be submitted as a PDF, Text Document or Word Document.

To open a form that requires you to attach a document, simply click on the form name to select it and click the **Open Form** button which appears below the appropriate box. When you have completed a form, you will need to move it to the appropriate **Completed Documents for Submission** box.

When you open a form, you will be able to attach documents from your computer to it. You can only attach PDFs, Text Documents and Word Documents.

**Sample
Application
Document**



Program

Save Close

Program Narrative File(s)

Attachment? ☐ Add Program Narrative Delete Program Narrative View Program Narrative

Preferred attachment file types are:

PDF
TEXT
WORD Document

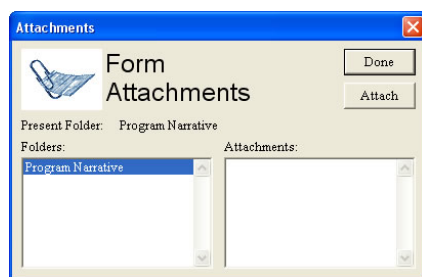
Attaching a Document

To upload a document, simply click the **Add** button.

This will open an **Attachment** window.

The Apply for Grants Process

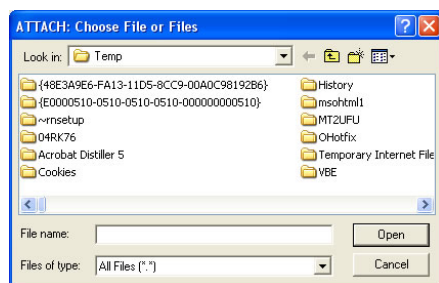
Attachment window



Click the **Attach** button.

This will open a **Browse** window which will allow you to select the document on your computer which you want to upload.

Browse window



When you have selected the document you want to attach, click the **Open** button.

You will return to the **Attach** window.

Repeat this process until you have attached all of the necessary documents.

When you have selected all of the documents you want to include for this requirement, click the **Done** button.

The box next to **Attachment** will be checked on the **Sample Application Document** screen.

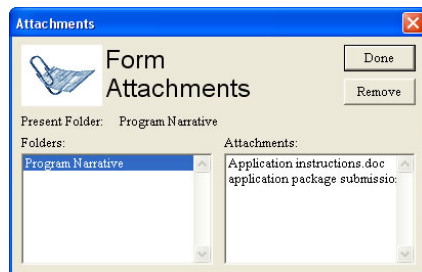
Deleting a Document

To delete a document which you have uploaded, to the form, open the form, click the **Delete** button.

This will open the **Delete Attachment** window if multiple documents have been attached.

The Apply for Grants Process

Delete Attachment window



Select the document which you want to delete and click the **Remove** button.

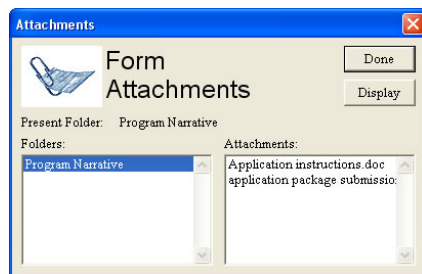
Click the **Done** button when you are finished deleting the documents. If only one attachment, press delete button. Remove attachment box appears. Click **Yes** to delete or **No** to return back to the form. Once all the attached documents have been removed, the check mark after the attachment will be removed.

Viewing a Document

To view a document which you have uploaded, simply click the **View** button.

If only one document was attached the document will open. If multiple documents are attached, the **View Attachment** window will open.

View Attachment window



If you have uploaded more than one document you will need to select the document which you want to view and click the **Display** button.

Click the **Done** button to return back to the form without displaying the attachment. Closing the open document, returns you back to the form.

To exit the mandatory documents page, click the **Close** button.

[Saving Your Application](#)

To save your application, simply click the **Save** button at the top of your screen.

[Printing Your Application](#)

To print your application, simply click the **Print** button at the top of your screen.

The Apply for Grants Process[Finalizing Your Application](#)

You can save your application at any time by clicking the **Save** button at the top of your screen.

Once you have properly completed and saved the application, the **Submit** button will become active and you will be able to submit your application to Grants.gov.

The Apply for Grants Process**Key Points**

- **All mandatory (yellow) fields must be completed.**
- **Applications can be completed offline.**
- **Utilize customer support resources.**

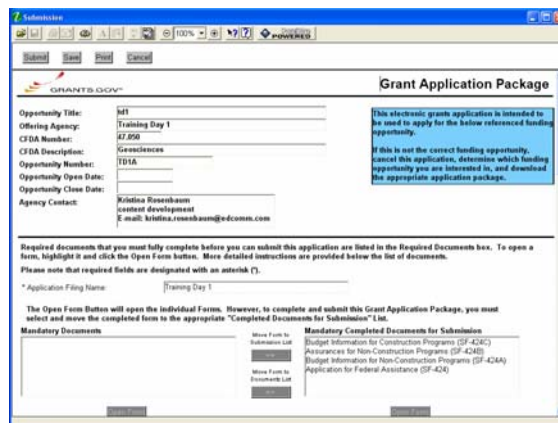

**My
Notes**

Practice 12: Submitting Applications

Once you have completed an application, you will need to upload and submit the application. Although you can complete an application without being online, you will need to log into the Grants.gov website in order to submit the application.

The **Submit** button will become active after you have completed all required forms, attached all required documents, and saved your application package.

**Sample
Application
Package**



GRANTS.GOVSM

Grant Application Package

This electronic grant application is intended to be used to apply for the below referenced funding opportunity.

If this is not the correct funding opportunity, cancel this application, determine which funding opportunity you are interested in, and download the appropriate application package.

Required documents that you must fully complete before you can submit this application are listed in the Required Documents box. To open a form, highlight it and click the Open Form button. More detailed instructions are provided below the list of documents. Please note that required fields are designated with an asterisk (*).

* Application Filing Name: Training Day 1

The Open Form Button will open the individual Form. However, to complete and submit this Grant Application Package, you must select and move the completed form to the appropriate "Completed Documents for Submission" list.

Mandatory Completed Documents for Submission

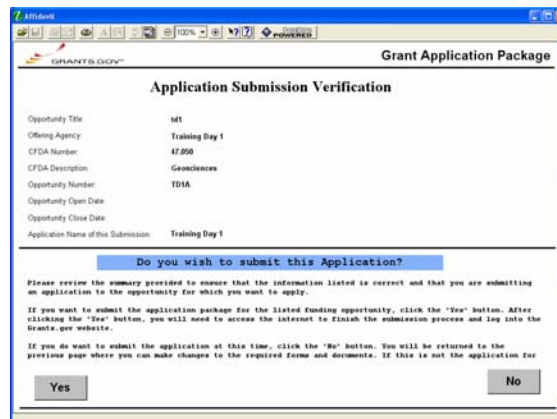
Mandatory Form to Submit	Mandatory Form to Submit
Budget Information for Construction Programs (SF-424C)	Assurances for Non-Construction Programs (SF-424D)
Budget Information for Non-Construction Programs (SF-424A)	Application for Federal Assistance (SF-424)

To upload and submit your application, click the **Submit** button at the top of the application package.

Note - All required information must be entered, validated and saved to enable the **Submit** button.

This will take you to the **Summary** screen.

Summary screen



Grant Application Package

Application Submission Verification

Opportunity Title	MT
Offering Agency	Training Day 1
CFDA Number	47.200
CFDA Description	Grants/Grants
Opportunity Number	TDA
Opportunity Open Date	
Opportunity Close Date	
Application Name of this Submission	Training Day 1

Do you wish to submit this Application?

Please review the summary provided to ensure that the information listed is correct and that you are submitting an application to the opportunity for which you want to apply.

If you want to submit the application package for the listed funding opportunity, click the "Yes" button. After clicking the "Yes" button, you will need to access the internet to finish the submission process and log into the Grants.gov website.

If you do want to submit the application at this time, click the "No" button. You will be returned to the previous page where you can make changes to the required forms and documents. If this is not the application for

Review the application summary.

Click the **No** button if you do not want to submit the application. You will be returned to the application package where you can make changes to the forms.

OR

To submit the application, click the **Yes** button. At this point, your browser will open to the Grants.gov login page.

On the **Login** screen, you will need to enter the username and password that you used to register with a Credential Provider and with Grants.gov.

Login screen



GRANTS.GOVSM

Welcome to the section of the site that is dedicated to Federal Government grant applicants.

To submit your application, please enter your Username and Password in the box below and then press the Login button.

To log out of the system, simply close your browser window from the Receipt Confirmation page.

Please enter your Username and Password to login to the Grants.gov system.

Username

Password

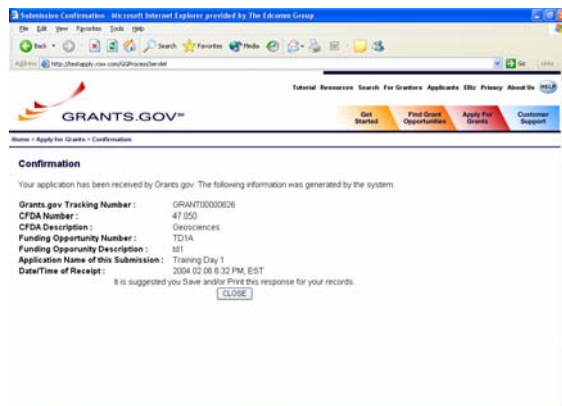
Enter your username in the **Username** field.

Enter your password in the **Password** field.

Click the **Login** button.

Once you have been authenticated, the application will be submitted. The **Confirmation** screen will then appear.

Confirmation screen



We recommend that you print this **Confirmation** screen.

You will receive an application submission confirmation email after the application has been properly uploaded.

This email will give you a **Grants.gov tracking number** which you will need to check the application's status.

Click the **Close** button.

[If you forget your password](#)

In the event that you forget your password, you can obtain a new password from the Credential Provider:

If you have forgotten your password, complete the following steps:

- 1) Browse to www.grants.gov.
- 2) Click the **Get Started** tab.
- 3) Click the **Register with the Credential Provider** link.
- 4) Click the **Credential Provider** link in the middle of the screen.
- 5) Enter your DUNS number. If you have a nine digit DUNS number, add four zeros to the end of it.
- 6) Click the **Register** button.
- 7) On the left of the screen, mouse over **User Administration**.
- 8) Select **Forgotten Password**.
- 9) Enter the username that you received from the Credential Provider
- 10) Click the **Login** button.
- 11) You will receive the question that you entered as your password reminder.
- 12) Enter the answer to the question in the **Answer** field.
- 13) Click the **Submit** button.
- 14) You will be prompted to enter a new password.

Once you enter a new password, Grants.gov's system will automatically be updated with the new password.

[If you forget your username](#)

If you forget your username, please contact ORC, Grants.gov's Credential Provider at 800-386-6820 or via email at eauthhelp@orc.com. You may be required to re-register. If you are required to re-register with the Credential Provider, you will need to re-register with Grants.gov using your new username and password.

Wrap Up**Key Points**

- **Login to submit application.**
- **Record Grants.gov Tracking number.**
- **Utilize customer support resources.**


**My
Notes**

Your Outreach Role

Preparing Your Organization to Do Business with Grants.gov

Spread the Word about Grants.gov

Spread the Word to Your Grant Community

Encourage your grant community to visit Grants.gov and to use robust online user support tools to guide them through the process of using Grants.gov.

Link to Grants.gov from your web site if you haven't already.

Share information provided in the training materials from today's class.

Distribute information about Grants.gov to your grant community via conferences, training sessions, workshops, or webcasts.

BE SURE THEY ARE AWARE OF THE REGISTRATION PROCESS AND THAT IT CAN TAKE UP TO THREE DAYS, IN MANY CASES LONGER.

Your Outreach Role

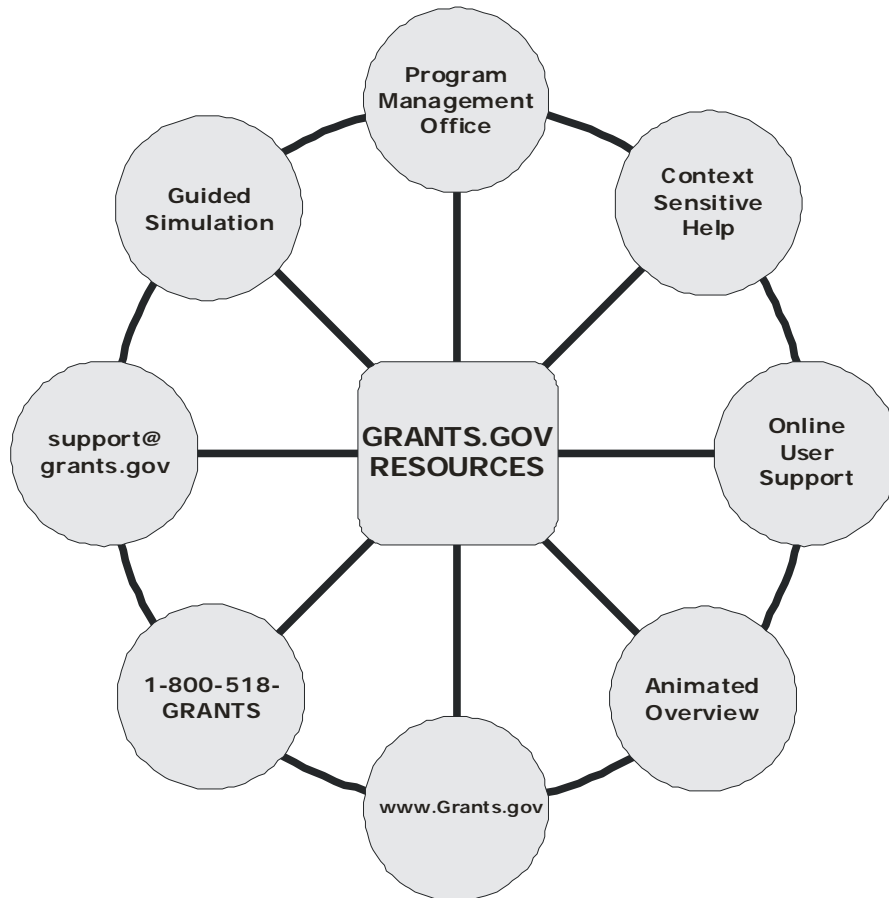
Key Points



- **Emphasize Registration Process**
- **Link to Grants.gov**
- **Share Grants.gov**

**My
Notes**

Using Grants.gov Resources



Wrap-Up

Feedback and Discussion

Topic: Feedback and Discussion

Do you feel prepared to use Grants.gov?

What questions to you have?

1)

2)

3)

Evaluation

Topic : Evaluation

In order to help us best address your needs in future training sessions, we ask that you answer the following questions.

1. Did this training session improve your understanding of Grants.gov? If yes, in what aspects?

2. What, if anything, would you change about this session?

3. What did you enjoy/not enjoy about this session?

4. Who else do you think would benefit from a session like this?

5. Additional comments about the session:

6. Additional comments about Grants.gov:

(Optional)

Name: _____

Agency: _____

Glossary

Grants.Gov Glossary

This glossary can also be found by clicking the "Customer Support" tab and then the "Glossary" link.

<i>Agency Specific Data Sets</i>	Data that an agency collects in addition to data on any of the SF-424 series forms.
<i>Application Package</i>	A group of specific forms and documents for a specific funding opportunity which are used to apply for a grant.
<i>Application Package Template</i>	One or more forms and documents which can be reused for multiple opportunity-specific application packages.
<i>Authorized Organization Representative (AOR)</i>	A person with assigned privileges who is authorized to submit grant applications through Grants.gov on behalf of an organization.
<i>Cage Code</i>	A five character code which identifies companies doing, or wishing to do, business with the Federal Government assigned through the CCR.
<i>Catalog of Federal Domestic Assistance (CFDA)</i>	An online database of all Federal programs available to state and local governments, federally-recognized Indian tribal governments, territories and possessions of the United States, domestic public, quasi-public, and private profit and nonprofit organizations and institutions, specialized groups, and individuals.
<i>Central Contractor Registry (CCR)</i>	The primary database of vendors for the Department of Defense (DoD), NASA, Department of Transportation (DoT), and Department of Treasury which collects, validates, stores and disseminates data in support of agency missions.
<i>Competition ID</i>	A grantor selected ID that allows further distinction of the funding opportunity number which allows applications with the same funding opportunity number to be assigned unique identifiers.
<i>Context-Sensitive Help</i>	Online help which provides detailed information and instruction on a specific topic.
<i>Credential Provider</i>	The organization that validates the electronic identity of an individual through electronic credentials, PINS, passwords and PKI certificates for Grants.gov.
<i>Data Universal Numbering System (DUNS)</i>	A unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B).

<i>E-Authentication</i>	A gateway which provides access to numerous Credential Providers.
<i>E-Business Point of Contact</i>	An individual who is designated as the Point of Contact in the CCR registration. This person is responsible for assigning the "Agency Applicant" role to all AORs.
<i>Fedgrants.gov</i>	The current website at which you can search for grant opportunities.
<i>Frequent Questions</i>	A list of commonly asked questions and their answers.
<i>Grants.gov</i>	A "storefront" web portal for use in electronic collection of data (forms and reports) for Federal grant-making agencies through the Grants.gov site. (www.grants.gov).
<i>Grants.gov Tracking Number</i>	A number set used by Grants.gov which is used to identify each application it receives.
<i>Inter-Agency Electronic Grants Committee (IAEGC)</i>	An organization which encourages and assists federal agencies in developing electronic grants systems and standardizing electronic commerce methodologies throughout the federal government. The IAEGC is chartered to Grants.Gov Program Management Office.
<i>Marketing Partner ID (MPIN)</i>	A personal code that allows you to access other government applications such as the Past Performance Automated System, DoDBusOpps and TeDS. The MPIN may act as your password in these other systems. You make up the code and register it in CCR. The MPIN must have 9 digits containing at least one alpha character (must be in capital letters) and one number (no spaces or special characters permitted).
<i>North American Industry Classification System (NAICS) Code</i>	A code with a maximum of six digits used to classify business establishments. This code will be replacing the Standard Industrial Classification (SIC) code.
<i>Operational Research Consultants (ORC)</i>	The organization that Grants.gov has selected to validate the electronic identity of an individual through electronic credentials, PINS, passwords and PKI certificates.
<i>Password</i>	A secret code made up of user-selected numbers and letters used along with a username to log into Grants.gov.
<i>Point of Contact (POC)</i>	An individual who is designated as the person responsible for authorization and maintenance of information on behalf of a CCR registrant, coordinating communication among organizations.
<i>PureEdge Viewer</i>	A small, free program will allow you to access, complete and submit all application packages electronically and securely through Grants.gov.
<i>Quick Reference</i>	A job aid that will provide the information you likely will use most often.

<i>Role Manager</i>	The person listed as the Point of Contact for a specific grantor agency or sub-agency. This person will receive any email notifications about application submissions, depending on the option selected in the agency's profile.
<i>SIC Code</i>	Being replaced by the NAIC code, a code that was used to classify business establishments.
<i>Standard Form 424 (SF-424) series forms</i>	Standard government-wide grant application forms including: SF-424 (Application for Federal Assistance cover page); SF-424A (Budget Information – Non-construction Programs); SF-424B (Assurances – Non-construction Programs); SF-424C (Budget Information – Construction Programs); and SF-424D (Assurances – Construction Programs). Plus named attachments including Project Narrative and Budget Narrative.
<i>System Requirements</i>	Computer functionality and programming which is required in order for a specific program to operate.
<i>Trading Partner Identification Number (TPIN)</i>	The restricted access number assigned by CCR to the main CCR Point of Contact who manages information for the CCR registrant.
<i>Tutorial</i>	A computer-based training lesson, designed to teach you everything you need to know about using Grants.gov.
<i>User Guide</i>	A well indexed, comprehensive guide to reference information about Grants.gov.
<i>User Name</i>	The ID which allows access into specific sections of Grants.gov.

APPENDIX

Organization Registration Checklist

The following checklist can help guide your organization to complete the registration steps required to submit grants online through Grants.gov.

Grants.gov Registration Checklist	How Long Should It Take?	Completed?
<p>1. Has my organization identified its DUNS Number?</p> <ul style="list-style-type: none"> You should ask the chief financial officer, grant administrator, or authorizing official of your organization to identify your DUNS number. If your organization does not know its DUNS Number, call Dun & Bradstreet at 1-866-705-5711 and follow the automated prompts to find this information. 	<ul style="list-style-type: none"> You will receive the DUNS Number information at the conclusion of the phone call. 	
<p>2. Has my organization registered with the Central Contractor Registry (CCR)?</p> <ul style="list-style-type: none"> You should ask the chief financial officer, grant administrator, or authorizing official of your organization if your organization has registered with the CCR. When your organization registers with the CCR, you will be required to designate an E-Business Point of Contact. This individual will become the sole authority of the organization with the capability of designating, or revoking, an individual's ability to submit grant applications on behalf of their organization through Grants.gov. The E-Business Point of Contact will need to know the M-PIN within the CCR Profile in order to be able to login at Grants.gov. Use the worksheet located on the CCR website (http://www.ccr.gov/CCRRegTemplate.pdf) to aid you with the CCR registration. Your organization 	<ul style="list-style-type: none"> 1-3 days to gather the internal organization information and prepare the application. 2-3 days from the point of submitting the CCR Registration. The reason for the 2-3 day delay is due to security information that needs to be mailed to the organization. 	

Grants.gov Registration Checklist	How Long Should It Take?	Completed?
<p>can apply by phone: 1-888-227-2423 or you may register online at http://www.ccr.gov.</p>		
<p>3. Have the individuals who officially submit applications on behalf of your organization obtained a credential from the Credential Provider?</p> <ul style="list-style-type: none"> • <i>The Credential Provider verifies that an individual, with certainty, is who she/he claims to be. Grants.gov uses Operational Research Consultants (ORC) for this purpose.</i> • Go to https://apply.grants.gov/OrcRegister to enter the website. • The organization will need to be registered with the CCR and individuals will need to know the organization's DUNS Number to be able to obtain credentials. 	<ul style="list-style-type: none"> • Credentials can be obtained one day after the completion of the CCR registration. • Individuals will receive the credential at the time that they fill out the form and submit the information. 	
<p>4. Have those individuals who will officially submit applications on behalf of the organization Registered with Grants.gov?</p> <ul style="list-style-type: none"> • Go to https://apply.grants.gov/GrantsgovRegister and enter the username and password you received when you registered with the Credential Provider. • Individuals will then be asked to provide their Credential ID and Password and the organization's DUNS number. After you have completed the registration process, Grants.gov will notify the E-Business Point of Contact (POC) for assignment of user privileges. 	<ul style="list-style-type: none"> • Individuals will be registered at the time that they log in and fill-out and submit the information. • Individuals will need their ORC Credential Username and Password. 	

Grants.gov Registration Checklist	How Long Should It Take?	Completed?
<p>5. Has my E-Business Point of Contact (POC) approved for me to submit applications on behalf of my organization?</p> <ul style="list-style-type: none"> • The designated E-Business POC will receive an email stating that an individual has registered at Grants.gov to submit applications on behalf of the organization. • The E-Business POC will then log into Grants.gov, https://apply.grants.gov/AorMgrGetID and assign privileges to the individual, recognizing the individual as an Authorized Organization Representative (AOR). The AOR is the organization's authorized submitter of a Federal grant application and can now officially submit grants through Grants.gov. • The E-Business POC will need the DUNS or DUNS + 4 number and the organization's designated MPIN from the CCR to log into the system. • The individual will receive an email notifying them that their E-Business POC has given them authorization. • In the future, an individual will also have the ability to login at Grants.gov, https://apply.grants.gov/ApplicantLoginGetID to check their AOR status and to obtain the email address of their organization's E-Business POC. 	<ul style="list-style-type: none"> • This item is dependent on the actions of the E-Business POC. 	

Authorized Organization Representative Registration Checklist

Grants.gov requires that individuals who would like to submit grants on behalf of their organization, Authorized Organization Representatives (AORs), register with Grants.gov. The following checklist provides a guide to completing the registration process for an AOR.

Grants.gov Registration Checklist	How Long Should It Take?	Completed?
<p>6. Has my organization identified its DUNS Number?</p> <ul style="list-style-type: none"> You should ask the chief financial officer, grant administrator, or authorizing official of your organization to identify your DUNS number. If your organization does not know its DUNS Number, call Dun & Bradstreet at 1-866-705-5711 and follow the automated prompts to find this information. 	<ul style="list-style-type: none"> You will receive the DUNS Number information at the conclusion of the phone call. 	
<p>7. Has my organization registered with the Central Contractor Registry (CCR)?</p> <ul style="list-style-type: none"> You should ask the chief financial officer, grant administrator, or authorizing official of your organization if your organization has registered with the CCR. When your organization registers with the CCR, it needs to designate an E-Business Point of Contact. This individual will become the sole authority of the organization with the capability of designating, or revoking, an individual's ability to submit grant applications on behalf of their organization through Grants.gov. The E-Business Point of Contact will need to know the M-PIN within the CCR Profile in order to be able to login at Grants.gov. Use the worksheet located on Grants.gov (http://www.ccr.gov/CCRRegTemplate.pdf) to aid 	<ul style="list-style-type: none"> 1-3 days to gather the internal organization information and prepare the application. 2-3 days from the point of submitting the CCR Registration. The reason for the 2-3 day delay is due to security information that needs to be mailed to the organization. 	

Grants.gov Registration Checklist	How Long Should It Take?	Completed?
<p><i>you with the CCR registration. Your organization can apply by phone: 1-888-227-2423 or you may register online at http://www.ccr.gov.</i></p>		
<p>8. Have you obtained a credential from the Credential Provider?</p> <ul style="list-style-type: none"> • <i>The Credential Provider verifies that an individual, with certainty, is who she/he claims to be. Grants.gov uses Operational Research Consultants (ORC) for this purpose.</i> • Go to https://apply.grants.gov/OrcRegister to enter the website. • Your organization will need to be registered with the CCR and you will need to know your organization's DUNS Number to be able to obtain credentials. 	<ul style="list-style-type: none"> • Credentials can be obtained one day after the completion of the CCR registration. • You will receive the credential at the time you fill out the form and submit the information. 	
<p>9. Have you Registered with Grants.gov?</p> <ul style="list-style-type: none"> • Go to https://apply.grants.gov/GrantsgovRegister and enter the username and password you received when you registered with the Credential Provider. • You will then be asked to provide your Credential ID and Password and your organization's DUNS number. After you have completed the registration process, Grants.gov will notify the E-Business Point of Contact (POC) for assignment of user privileges. 	<ul style="list-style-type: none"> • You will be registered at the time you log in and fill-out and submit the information. • You will need your ORC Credential Username and Password. 	

Grants.gov Registration Checklist	How Long Should It Take?	Completed?
<p>10. Has my E-Business Point of Contact (POC) approved for me to submit applications on behalf of my organization?</p> <ul style="list-style-type: none"> The designated E-Business POC will receive an email stating that you have registered at Grants.gov to submit applications on behalf of the organization. The E-Business POC will then log into Grants.gov, https://apply.grants.gov/AorMgrGetID and assign privileges to you, recognizing the individual as an Authorized Organization Representative (AOR). The AOR is the organization's authorized submitter of a Federal grant application and can now officially submit grants through Grants.gov. The E-Business POC will need the DUNS or DUNS + 4 number and the organization's designated MPIN from the CCR to log into the system. You will receive an email notifying you that your E-Business POC has given you authorization. You can also login at Grants.gov, https://apply.grants.gov/ApplicantLoginGetID to check the status and to obtain the email address of your E-Business POC. 	<ul style="list-style-type: none"> This item is dependent on the actions of the E-Business POC. You can log into Grants.gov to find out who the E-Business POC is for your organization and to see if you have been approved. 	

E-Business Point of Contact Registration Checklist

Grants.gov safeguards an organization from individuals who may attempt to submit grant application packages without permission by providing the organizations with the capability of having an E-Business Point of Contact (POC). The E-Business POC determines who is allowed to submit grant application packages via Grants.gov on behalf of an organization. The following checklist outlines the responsibilities of the E-Business POC. This checklist assumes that the organization has registered with the Central Contractor Registry (CCR) and the person viewing this document is the E-Business POC identified in the CCR. For information on registering with Credential Provider refer to <http://www.grants.gov/CredentialProvider>.

Grants.gov Registration Checklist	How Long Should It Take?	Completed?
<p>11. How do I know when an individual has registered to submit applications on behalf of my organization?</p> <ul style="list-style-type: none"> As the designated E-Business POC, you will receive emails stating that an individual has registered with Grants.gov to submit applications on behalf of the organization. You will not be able to log into the EBiz section of Grants.gov, https://apply.grants.gov/AorMgrGetID, until an individual from your organization registers with Grants.gov for Authorized Organization Representative status. 	<ul style="list-style-type: none"> Depends on when individuals from your organization register with Grants.gov. 	
<p>12. How do I assign privileges to an individual to submit grant application packages on behalf of my organization?</p> <ul style="list-style-type: none"> When you receive an email notification from an individual that has registered with Grants.gov, you should log into Grants.gov, https://apply.grants.gov/AorMgrGetID and assign privileges to the individual, recognizing the individual as an Authorized Organization Representative (AOR). The AOR is the organization's authorized submitter of a Federal grant application and can now officially submit grants through Grants.gov. You will need the DUNS or DUNS + 4 number and the organization's designated MPIN from the CCR to log into the system. After you assigned an individual the AOR 	<ul style="list-style-type: none"> You can assign privileges the same day. 	

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Glossary

Grants.gov Registration Checklist	How Long Should It Take?	Completed?
<i>privilege, the individual will receive an email notifying them that you have given them authorization.</i>		